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| Members Interest |
| N/A |

Staffordshire and Stoke on Trent Joint Archive Committee 14 November 2019

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

Recommendation(s)

1. That the committee notes the update on the Staffordshire History Centre project

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

Summary

2. At the Joint Archive Committee on 13th June the Committee earmarked £4,000 of funding from the General Reserve towards a round 1 application to the National Lottery Heritage Fund for the Staffordshire History Centre.
3. The application was submitted to the National Lottery Heritage Fund on 28th May 2019 seeking a development grant of £36,000 and a delivery grant of £3.9 million. The outcome of the round 1 application was positive with approval for a development phase for the project.

Development phase

4. The project is being delivered in partnership between Staffordshire County Council's Archive and Heritage Service and the William Salt Library Trust. The project vision is:

Placing Heritage at the Heart of the Community: the Staffordshire History Centre.

A Dynamic partnership between Staffordshire Archives and Heritage, William Salt Library Trust and Staffordshire communities to create a centre of excellence to engage the wider community. Unique collections of designated outstanding archives, rare books, and museum objects will be brought together, interpreted and made fully accessible for the first time.

5. The vision focuses the project on strengthening the community engagement delivered through the activity programme rather than on the new building. This fits with the vision for the Archive and Heritage Service, 'Connecting people to the collected stories and heritage of Staffordshire, Stoke on Trent and beyond'. It also ensures the project is aligned to the corporate priorities of Staffordshire County Council and Stoke on Trent City Council promoting growth in volunteering,

engagement with collections and delivering services online. The National Lottery Heritage Fund strategy promotes the importance of community heritage and this is supported by the revised project vision.

6. The National Lottery Heritage Fund have approved a new development phase for the project to deliver the following approved purposes:

- High visibility acknowledgement of the National Lottery Heritage Fund on site, online and in all activities as well as using your project to acknowledge and thank National Lottery Players.
- Take proactive measures to be inclusive, remove barriers to access and reach new and diverse audiences through the delivery of this project.
- Review building design works.
- Host pilot sessions with schools, universities and colleges to test learning material.
- Finalise the lease, land transfer and partnership agreement.
- Increase existing staff hours to enable cataloguing of WSL "orphan collections" and repackage for future removal.

7. The first two purposes are mandatory from the National Lottery Heritage Fund. The remainder were identified as the required work to review and strengthen the project and round 2 application. A start-up meeting has been held between the project team and representatives from the National Lottery Heritage Fund. This meeting covered the approved purposes for the development phase, feedback on the round 1 application, and advice and guidance on the work for the development phase.

8. The project team are completing the permission to start paperwork aiming to begin work at the end of November 2019. During the development phase the project team will test and pilot activities, review and refresh plans from the previous development phase and continue to seek additional matched funding. Most of the work will be completed by the Archive and Heritage team with some support from consultants who will provide advice and be a critical friend. Work to catalogue and repackage the William Salt Library collections in preparation for removal will be completed. This essential work will be funded by increasing hours of existing staff.

Project costs

9. A minimum of 10% matched funding is required for grants of this size. Note figures have been rounded as required by NHLF for the stage 1 application. Costs for the development phase are shown below:

Development Phase Costs

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|-------------------------------|----------------|
| Contracted / Consultants | £14,000 |
| Staff costs | £18,000 |
| Other costs | £3,000 |
| Legal | £4,000 |
| Contingency | £1,000 |
| Total Development Phase Costs | £40,000 |
| Grant request | £36,000 |
| JAC General reserve | £4,000 |

10. The delivery phase costs are based on the previous round 2 application which was rejected in September 2018. This includes a sum of £251,000 to be earmarked from the Joint Committee general reserve. The costs have been updated in line with inflation as shown below:

Delivery Phase Costs

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|-------------------------|-------------------|
| Capital Works Extension | £1,184,404 |
| Capital Works Link | £2,591,579 |
| Capital Works WSL | £548,018 |
| Capital- Interpretation | £193,441 |
| Revenue- Activity Costs | £717,846 |
| TOTAL | £5,235,288 |

Funding secured from previous bid

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|--|-------------------|
| Archive Service reserve | £251,000 |
| Hildegard Simon Trust | £100,000 |
| William Salt Library Trust cash and land in-kind | £58,000 |
| Wellcome Trust | £31,340 |
| Friends and depositors fundraising | £28,537 |
| Diocese | £5,000 |
| SCC capital funding | £861,411 |
| TOTAL | £1,335,288 |

Grant request**£3,900,000****Shortfall/funding to find****£0**

11. The Project Team will continue to identify external funding streams appropriate for the SHC. Other funding bids will be submitted to either match the History Centre project or deliver elements separately.

Timescales and next steps

12. Following advice from the National Heritage Lottery Fund the timetable for the development phase has been reviewed and updated. This is to take account of the actual permission to start date, mid-point review, progress reports and grant claims. The key milestones are:

- Permission to start completed – Nov 2020
- Detailed business case for future storage spring 2020
- Development phase Nov 2020 – June/Sept 2020
- Stage 2 submission June/Sept 2020
- Delivery 2020 – 2025.
- Staffordshire History Centre opened by September 2022.

24. The Development Phase will commence once the National Lottery Heritage Fund have granted permission to start. Further updates and progress reports will be brought to the Joint Archives Committee.

Appendix 1

Equalities implications:

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

Legal implications:

The consideration of alternative options will be in line with the Joint Agreement and the sector standards for archives and museums.

Resource and Value for money implications:

The delivery of the Staffordshire History Centre will enable the Archive and Heritage Service to achieve a sustainable model for the future and deliver the MTFs saving of £468,000.

Risk implications:

There is a risk that funding will not be secured for any of the options. This will impact upon the accreditation status of the Archive and Heritage Service.

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 will offer 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:

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List of Background Papers

| Papers | Contact/Directorate/ext number |
|----------------------------|--------------------------------|
| Project Executive Summary. | |