

**Minutes of the Staffordshire and Stoke-on-Trent Joint Archives  
Committee meeting held on 3 March 2022**

Present: Mark Sutton and Lorraine Beardmore

Apologies for absence: Victoria Wilson

***NOTE – Reference in these minutes to 'the Lead Officers' relates to the Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)***

**PART ONE**

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

There were no Declarations of Interest made.

**19. Minutes of meeting held on 11 November 2021**

**RESOLVED** – That the minutes of the meeting held on 11 November 2021 be confirmed and signed by the Chairman.

**20. Predicted Outturn 2021/22 and 2022/23 Revenue Budget**

The Committee considered a joint report of the Director of Corporate Services (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council) giving details of the predicted outturn for the Joint Archives Service for 2021/22 and proposed 2022/23 net revenue budget.

Members noted that a spend of £572,000 was predicted against an approved budget of £753,000. The latest forecast was for an overall breakeven position for 2021/22 year as follows:- (i) Core Services - £28,000 underspend; (ii) Staffordshire County Council Sites and Public Services - £5,000 underspend and; (iii) Stoke-on-Trent Sites and Public Services - £28,000 underspend. It was assumed that the underspend for both Councils would be transferred to their respective reserves at year end to provide, overall, for a breakeven budget.

It was reported that the General Reserve had a current balance of £365,000, The Archive Acquisition Reserve held a balance of £58,000 and the Art Fund Grant (Minton) a balance of £10,000.

For 2022/23 the Joint Archives Service Revenue budget was reported to be £800,000, made up of £581,000 from Staffordshire County Council and £219,000 from Stoke-on-Trent City Council.

**RESOLVED –**

- (a) That the report be received and noted.
- (b) That the 2022/23 Joint Archive Service net Revenue Budget be approved.

**21. Review of Joint Agreement**

The Committee considered a joint report of the Lead Officers proposing the renewal of the agreement between the two councils for the provision of Archive services for the 3 year period from March 2022. They reported that minor amendments were required to the Agreement to reflect changes in job titles at both councils.

A copy of the updated Agreement was appended to the report for Members' information.

**RESOLVED –**

- (a) The proposed changes as set out in section 3 of the report be approved;
- (b) that the next review of the Agreement would take place at the February meeting of the Committee in 2025.

**22. Staffordshire History Centre Project - Update**

The Committee considered a report by the Lead Officers on progress with regard to the Staffordshire History Centre (SHC) Project, amended timeline, and public access model for the access to collections during the temporary closure.

It was reported that as only one tender had been received. It had been agreed with the Heritage Fund that the contract be re-advertised with a bidder's day arranged to generate interest amongst more contractors. Consequently, the programme was delayed however, The recent recruitment to the Engagement and Access Manager role would assist in addressing the delay

It was noted that work was still ongoing for the use of the branding for the Staffordshire History Centre and that it would report back to the June 2022 Committee.

At the November meeting of the Joint Archive Committee approval was given to temporarily close Staffordshire Record Office with the date to be agreed. The Record Office will close from 11 March 2022. From late spring the service plans to provide physical access for statutory legal requirements and

certain time-limited projects, where needs cannot be met through copying. Staff will have some limited access to the strongrooms at different stages during the project and will be offering a copying service where possible. The access model will be reviewed on a regular basis and updates will be published on the service website and social media channels. The service will continue to respond to enquiries by email.

**RESOLVED –**

(a) That the progress report and timeline be noted

(b) Approve the public access model during the temporary closure of Staffordshire Record Office.

(c) Delegates amendments to the public access model to the Cabinet Member for Communities and Culture (Staffordshire County Council).

**23. Predicted Performance Outturn 2021/2022**

The Committee considered a joint report of the Lead Officers detailing the predicted performance outturn for 2021/22. Performance was assessed against targets in the service plan.

The Joint Archive Service continued to be impacted by the national lockdown with the Staffordshire Records Office and Stoke-on-Trent City Archives service operating at a reduced seating capacity. Volunteers for both services had been impacted but a phased return to onsite events has seen volunteers return.

**RESOLVED –** that the predicted performance outturn for the service be noted.

**24. Disposals from Staffordshire Archive Collections**

The Committee considered a joint report of the Lead Officers detailing the transfer and disposal of archive collections identified through a recent reappraisal process.

Through a recent reappraisal of two collections. Details were given of materials to be transferred or destroyed of from a collection of duplicate minutes held by the County Clerks Office and contents of miscellaneous minutes from the offices from George Horne & Son.

**RESOLVED –** that approval be given to the transfer and disposal of archive collections identified through the reappraisal process as detailed in the report submitted.

**25. Date of Next Meeting**

Thursday 23<sup>rd</sup> June 2022 at 10.30 am, White Room County Buildings, Stafford.

**26. 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”.

The committee proceeded to consider the following items.

**27. Exempt minutes of meeting held on 11 November 2021 (exemption paragraphs 2 and 3)**

**28. Relocation of Stoke-on-Trent City Archives (exemption paragraphs 2 and 4)**

**Chairman**