

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive
Committee
– Tuesday 28 February 2023**

**Staffordshire and Stoke-on-Trent Archive Service and
Staffordshire Archives and Heritage Service: Predicted
performance outturn 2022/2023**

Recommendation(s)

That the Committee:

- a. Notes predicted performance outturn for the service.

**Report of Director for Economy, Infrastructure and Skills
Staffordshire County Council) and Director of Strategy and
Resources (Stoke on Trent City Council)**

Reasons for Recommendations:

1. The Joint Archive Service works to a three-year planning cycle. In 2015 a ten-year vision for the service was approved with regular reviews. The current Forward Plan was reviewed and approved on 25 February 2021. An annual service delivery plan is produced by the service to identify key workstreams and monitor progress towards targets. A summary of progress and the predicted outturn is given below for key areas of work under each service demand.

Service demand 1: Active Partnership

2. The Staffordshire History Centre development trust has been registered with its initial trustees. A first meeting and recruitment for further trustees is planned for spring 2023.
3. Work to support two regional museum networks (Ironbridge Gorge Museum Development and Marches Network) is being scaled back. This enables the Archives and Heritage team to focus on the Staffordshire History Network.
4. The partnerships with the universities of Keele, Nottingham and Liverpool continue to flourish. Two Collaborative PhD students from Keele have

started their projects focused on widening access to the service collections for diverse communities.

5. The CLANDAGE project on changing climate in Staffordshire with Liverpool University has delivered a study day, book launch, and pop up exhibition touring libraries. The project completes in March and has made good links with communities working with storyteller to create YouTube videos on the [Burton Washlands](#).
6. The History Access Point at Lichfield Library and The Hub has fully reopened with drop in use re-established. Support has been provided for the Service friends groups. New partnerships have been established through the launch of the Staffordshire History Network in July 2022. 37 organisations are represented and 412 individuals are subscribed to the weekly newsletter. The Stoke Archives Service Manager provides support for the New Victoria Theatre Archive Committee and attends the annual meeting.
7. The volunteer policies for adults were reviewed and approved by the Joint Archives Committee in August 2022. Recruitment to new roles has commenced including digitisation and stewarding for store tours. Onsite volunteering and student placements have been re-established at Stoke. Their work is supporting preparation for the relocation of the City Archives.

Service demand 2: sustainability and resilience

8. Four new project posts were appointed in October 2022 and Stoke-on-Trent City Archives has filled all its vacancies. The service budget is predicted to break even.
9. Four fundraising bids were successful including: Heritage Fund grant uplift, UK Shared Prosperity Fund through Stafford Borough Council, Wolfson Foundation and Staffordshire County Council's Climate Change fund. In total an additional £1.289 million of external funding has been secured to enable the Staffordshire History Centre construction to commence.
10. The Joint Archive Service was fully accredited by the Archive Service Accreditation panel in November 2022. The Panel *"... recognised that the service is in the midst of significant change and transformation. This had been complex but demonstrably well managed in maintaining an effective service and retaining a clear sense of mission throughout."* The service is accredited until November 2024 when it will be due for a full assessment.
11. The Pandemic War Diary project to record Staffordshire County Council's experience of COVID-19 has made good progress. Thirteen

interviews out of thirty-five have been completed with four fully transcribed. The Rugeley Power Station project to catalogue the archive and develop an exhibition is also progressing with appointment of an exhibition designer.

12. Staffordshire's Archive and Heritage Service moved out of Staffordshire Record Office and the William Salt Library sites to temporary accommodation in Eastgate Street. Stoke-on-Trent City Archives is planning for relocation to the Potteries Museum and Art Gallery with a substantial amount of work to repackage the collection being completed. Both services have implemented a model for public access during the relocation projects.

Service demand 3: Diversified users, stakeholders and collections

13. The Service delivered the Staffordshire History Day online attracting over 100 participants. It also participated in the Staffordshire History Festival with a significant response to the behind-the-scenes tours delivered.
14. The Staffordshire History Centre Activity Plan has been simplified and numerous events delivered; a History Network established, and a teacher's network created. From April to December 2022 the project team have delivered 36 activities and engaged 1000 participants. Four student placements have been completed.
15. The interpretation consultants have been procured and have started to develop detailed designs for the exhibition space. A teacher's network has been established and student placements have been implemented.

Service demand 4: Share knowledge across the sector

16. The service has continued to participate in regional networks such as Archives West Midlands and the Marches Network. Team members presented at conferences.
17. The service also supported the German War Graves Exhibition identifying venues and liaising with the German Volksbund. The exhibition launched in June and is touring several venues in Staffordshire before being permanently displayed at the German War Graves centre on Cannock Chase.

Service demand 5: Increased online activity

18. Work has continued on digitisation of collections with 850 images added to Staffordshire Past Track and two new indexes to the

Staffordshire Name Indexes websites. Work has begun to procure the new service website but been delayed due to procurement and ICT issues.. 200 Enclosure maps were digitised with 42 available on Past Track to date.

19. New branding has been implemented across the service social media being well received by service users.

Performance targets

20. Key performance statistics have been provided based on the quarter three figures estimating the year end outturn. Volunteer hours are predicted to increase compared to last year as are physical engagements with the service. Digital engagement has decreased mainly due to changes in the way analytic data is collected. It also reflects the recovery of physical activity and a shift away from wholly online engagement during the COVID-19 pandemic.

Performance measure	Predicted outturn 2022-2023	Outturn 2021-2022
Volunteer hours	3,800	3,607
Percentage of collections with a collection-level description online	100%	100%
Accreditation status	Archives full Museums provisional	Archives full Museums provisional
Organisations engaged with in advisory capacity	420	Not recorded
Engagement with the service	1,300	330
Digital engagement	665,000* changes to analytics collection	2,101,110

Legal Implications

The work of the Archive Service is governed by the Joint Agreement and other legislation to enable both authorities to meet their legal obligations.

Resource and Value for Money Implications

The service has a forecast to break even for 2022/23.

Climate Change Implications

The work of the service balances online access and physical access to services and collections to offer options for remote use and not necessarily travel to multiple locations.

List of Background Documents/Appendices:

Service delivery plan 2022/2023

Contact Details

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