



Staffordshire and Stoke-on-Trent Archive Service and
Staffordshire Archives and Heritage Service

2022 - 2023

ANNUAL REPORT



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Executive summary

This last year has been a busy one for Staffordshire Archives and Heritage and Stoke-on-Trent City Archives. Both parts of the Service are in the middle of capital projects which will see parts of the collections moved. The timing of the two projects was not planned and has resulted in restricted access to archive collections at Stafford and Stoke. However there is a good offer for online access, digital copies and for certain criteria, in person access. Both parts of the service have microsites available on their projects giving latest service updates.

With the restrictions of the COVID-19 pandemic removed the Service was able to deliver in-person events. It was really good to bring people back together to enjoy using and learning about the collections.

The Staffordshire History Centre project continued to progress and despite inflationary pressures, thanks to additional funding being raised, the project broke ground on 1 February 2023.

Two smaller projects also made real progress this year. The Rugeley Power Station project has enabled the archive from an important industrial site to be preserved at Staffordshire Record Office with an exhibition at the Museum of Cannock Chase. The Pandemic Diary project has enabled Staffordshire County Council to record the work of staff during the response to COVID-19. This means there will be a lasting testament to how County Council staff dealt with such a significant experience.

Alongside all of these projects the whole Service delivered the business-as-usual work of taking in new collections, addressing cataloguing backlogs, working with our volunteers to improve access to collections and supporting the two parent authorities in delivering statutory functions.

Joanna Terry
Head of Archives and Heritage

Featured projects

Return of in person events

There was a dramatic increase in the number of in person events that the service ran in 2022-23. This was due to relaxation of Covid restrictions, increased public confidence in attending events, the recruitment of project staff and the progression of the Staffordshire History Centre project.

Events took place at Stoke-on-Trent City Archives, our museum stores in Stafford, libraries and other local venues and included events for the public, families, educational and local interest groups. Our annual history day was held online to increase accessibility and maximise attendance.

Across all events for all audiences in 2022/23 we engaged with 1,868 individuals.

There was some disruption to three planned public events due to rail strikes and the funeral of Her Majesty Queen Elizabeth, this aligns with national audience engagement trends.

Staffordshire History Centre

The procurement process for construction of the History Centre completed in September 2022 with one compliant bid and with an inflationary increase to costs. Some construction elements were value engineered and then the additional funds were raised by submission of a grant uplift request to the National Lottery Heritage Fund of £894,599, additional funding from Staffordshire County Council of £310,000, a grant of £100,000 from the Wolfson Foundation, grant of £250,000 from Stafford Borough Council from the UK Shared Prosperity Fund, additional funding of £20,000 from the William Salt Library Trust, and £32,000 from the Hildegarde Simon Trust. There is also a commitment to raise £25,000 through a public appeal.

Imagemakers were appointed as interpretation consultants and commenced work in November 2022. The Archive and Heritage team are drawing up lists of items for display and inviting feedback through Twitter polls and events. Two focus groups will be established to seek more detailed feedback on all aspects of the project. The Audience Agency have been appointed as Evaluation consultants for the project.

Procurement of the new website has been more complex requiring additional advice from legal services and ICT. Progress is now being made through an open procurement process and engagement with a suitable supplier. In the interim a microsite for the project has been launched: <https://staffordshirehistorycentre.blog/>

From April 2022 to March 2023 the project team have delivered 54 activities and engaged 1,504 participants. Four student placements have been completed. In addition, 69 volunteers are working on the project to index, catalogue, digitise, research and preserve our collections. Up to March 2023 they have donated 4,024.5 hours which equates to £80,490 in matched funding for the project during 2022-2023.

A very popular tour of the empty William Salt Library building was offered showing the recently revealed features. Three different types of wallpaper have been discovered from the Victorian and Edwardian periods and panels of each one will be preserved.

The construction contract commenced in January 2023 with the whole site handed over to Pave Aways Limited on 1 February 2023. Work is well underway with piling at the rear of the site for the new strongrooms. Demolition of the WSL strongroom has been completed. During groundworks additional asbestos was removed which was found at both the rear of the site and in the courtyard. Structural issues have been uncovered at the William Salt Library which will be addressed through the project.

Archaeology work to meet the requirement for a watching brief was completed with some additional costs. The County Archaeologist assisted the project team in ensuring work was concluded to his satisfaction. Additional costs were absorbed by County Council property budgets and underspends in service budgets.

Based on the construction start date the anticipated completion is summer 2024 and opening date in the autumn of 2024. At the moment the programme is on schedule across the construction and the activities.

Rugeley Power Station project

During 2022-23 the Archives & Heritage Service received funding as part of the of the **section 106 planning conditions** attached to the development of the former Rugeley Power Station site. These funds allowed us to recruit a Project Researcher, to collect the Power Station digital and physical archive, and to produce an exhibition and website, all as contributions to the Staffordshire History Centre project.

Alex Chong was appointed as Project Researcher in May 2022. The project began with desk-based research into the history of the power station and continued initial contact that had been made with power station staff, regarding the acquisition of company archives (including digital material) and objects. Prior to transfer to the service condition checking was completed plus additional work at the Power Station to collate information for cataloguing purposes, and the archive material was then successfully transferred to the Record Office for quarantining.

Simon Meddings Associates were appointed as exhibition designers. The project researcher conducted three research trips to the archives at the Institution of Engineering and Technology, the Museum of English Rural Life and the Museum of Cannock Chase. In November, December and early January 2023, oral history interviews were conducted by the project researcher, with former station employees.



Rugeley Power Station's turbine hall
(from the company's digital material, now in the service's collections).

In January, transcriptions of the oral history interviews (six in total) commenced, an object list for the exhibition was produced and an artist was secured to run a mini-print workshop to accompany the project. The exhibition, 'Keeping the Lights On: A History of Rugeley Power Station', will be hosted by Museum of Cannock Chase between 1st May and 18th June 2023, and the accompanying website will go live. A pop-up version of the exhibition will tour local venues and libraries surrounding Rugeley.

Pandemic Diary Project

Project Assistant, Dr Robert MacKinnon, was appointed in May 2022. Initial work on the project in June focused on developing the research themes and interview questions for this oral history project, which aims to record Staffordshire County Council (SCC) employees' experiences and responses to the pandemic, principally professionally, but also personally. Attention was given to the different 'phases' of the pandemic, emotions and decision-making. A list of around 30 candidates for interview was developed during July and August.



Bagged and labelled PPE made by Lichfield Community Scrubbers

The aim was to capture the breadth of SCC activities the pandemic impacted upon and at different organisational levels, from strategic to frontline. Interviews began in November and by March of 2023, 14 interviews had been undertaken and 4 interviews had been transcribed.

Alongside the oral history Robert has been collecting Covid-19 material culture in response offers of donations to the 2020 Archives & Heritage Lockdown Memories project. We have collected photographs, ephemera and some objects, including home-made scrubs and a pair of wooden spoons broken when enthusiastically hitting a saucepan during 'clap for carers' in the first lockdown.

Preparation for Stoke-on-Trent City Archives Relocation

In August 2022, work began to prepare for our move to the Potteries Museum and Art Gallery in 2023, with 2 members of staff working an extra day a week in order to undertake a full survey of all our holdings. This survey added to our existing strong room management spreadsheets which record the location and extent of our archive collections. We identified all the work required to safely move our archive, local studies library and pottery library collections. This data informs all our collection preparation work and records our progress.

Informally we had alerted our regular customers, those wishing to donate or deposit records and those planning events to our forthcoming relocation to PMAG, and the concomitant reduction in service in the near future. Then in early November our stakeholders - Archive Service members, depositors, volunteers and the National Archives (TNA) and FOSSA - were formally briefed by email or letter.

Good communication has been key throughout our move preparations, working closely with the Joint Archive Service and Stoke-on-Trent City Council Marketing and Communication Team. On 9th November we launched our move microsite and blog (www.stokearchivesismoving.uk), designed to be a fun and engaging portrait of the move. The blog keeps our stakeholders up to date, informs archives networks locally and nationally, and acts as a distinct message about the City Archives move, which is separate from the Staffordshire History Centre Project.



Stoke-on-Trent City Archives Reception and Reading Room: Prior to closure 2022

We also chose a phased reduction of access to enable our stakeholders to adapt and plan. We began to restrict access to our reading room from 5th December. On Friday 6th January 2023 we welcomed our last customers into the City Archives within the City Central Library & Archives building. Staff time was thereby freed up for the essential move preparation work.

The closure marked the end of almost 25 years of public access to Stoke-on-Trent City Archives' collections in this particular location, so we chose to mark the event by sharing a few photographs of the opening of the Archives back in July 1998 on our move microsite.



Opening of Stoke-on-Trent City Archives in 1998

Special advice on collections has been received from local experts such as Ray Johnson MBE of the Staffordshire Film Archive and specialists such as the Media Archive for Central England (MACE), the Art Fund and the British Newspaper Library. We are also in frequent communication with TNA in the planning of our new storage facilities, public area and space behind the scenes. From the point at which we closed, staff time has been divided between (principally) move preparation work, answering remote enquiries, and fulfilling remote reprographic and research orders. A link to the microsite (showing a graphic timeline) was included in the Stakeholder communication and in email responses to enquiries. The responses we've received were all supportive with no queries indicating the success of the communication strategy.



Move Microsite Vlog featuring Store E Store Tour

Before we closed, several customers asked if they could be shown our stores, so we sought to address this request by producing a series of 5 Store Tour Vlogs (with a Star Wars theme). These virtual tours really seemed to capture our audience's imagination and served to visually communicate the huge task we faced in order to move and demonstrate why we were unable temporarily to provide physical access.

Packaging is a major element in move preparation, to meet accreditation standards. The City Archives has invested in packaging (to date, 2,500 boxes at a cost including VAT of £23,276) to assist in moving the collection. It will also protect them in case of flood or other disaster, and to serve as protection from dust and generally to slow deterioration. We have also reused archival boxes in more efficient ways. We have also invested in new equipment to enable production of custom-made boxes and wrapping for collection.

Our Conservator has given staff and volunteers training in creating custom-made boxes for volumes which don't fit in standard size boxes. This is very labour-intensive but necessary work, which is progressing well. [A vlog on the microsite shows how a custom-made box is made in less than 3 minutes.](#)

Online availability of collection content information is also being improved as a result of this process. All historic backlog accessions have now been processed by our Archivist and information on our collections is being improved as we work through them with the aid of many drawers of index cards.

Regional collaboration and support

WMMD Regional Partnership

The regional partnership with Ironbridge Gorge Museum Trust to support the West Midlands Museum Development team continued through delivery of the Collections Lead role during 2022-23. Collections support, advice and best practice guidance was delivered to museums across Staffordshire and the wider Region. The work included three in-person collections training events together with a further raft of online workshops and support of the wider WMMD programme.

New funding streams developed by Arts Council England have led to changes in the delivery model for the National Museum Development programme from April 2023. The Archives and Heritage Service will step away from the regional partnership to accommodate this changing need and to concentrate fully on delivery of the Staffordshire History Network. Helen Johnson and the team at Ironbridge worked closely to facilitate a smooth transition as her role one day

a week with West Midlands Museum Development came to an end as of the end of the financial year. Helen will continue to support local museums through her work with the Staffordshire History Network detailed below and signposts organizations to WMMD where necessary.

Archives West Midlands regional network

The Archives and Heritage Service continues to participate in the network benefitting from training on digital preservation and engagement with archives for staff. The head of service is a trustee and has chaired a project board for the No Barriers project funded by The National Archives to provide a positive action traineeship. The trainee's work fed into workshops for member services on the challenges of inclusive cataloguing and engaging more diverse communities. A self-assessment tool for services on equality, inclusion and diversity is due to be launched and a follow up project is planned.

Staffordshire History Network

The new Staffordshire History Network launched in July 2022. The aim of the SHN is to bring together museums, historical groups and societies, civic societies, research groups and heritage sites from across the county to share ideas, best practice, news, and training. The SHN supports and works with sites and groups which are the custodians of collections, heritage sites or archives, or who carry out research and family history and who wish to engage and promote these activities to the wider public.

In 2022-203 the SHN held three networking events hosted by Erasmus Darwin, the V&A Wedgwood Collection and the Nicholson Museum and Art Gallery. 37 organisations were represented at the events and 84 people attended.

The SHN also offers direct support and advice to its members. 17 on site visits were made from July 2022 and 66 instances of advice given via email or telephone.

A new weekly e-newsletter was also launched in July 2022, reaching over 400 individuals by March 2023.





The new SHN logo, Network meetings at the Nicholson and V&A Collection, Wedgwood

Onsite public services

Staffordshire Record Office

Staffordshire Record Office was closed to the public from April 2022 in order for preparations to be made for the move to temporary accommodation for both staff and documents to two sites. During our closure period we continued to offer a full enquiry and reprographics service. A very limited public service re-opened from 22nd July 2022 at our temporary accommodation for one afternoon per week for people with statutory legal requirements e.g. rights of way enquiries. Initially three spaces were available and for the month of July the occupancy was 83% and for August this was 42%. Due to some of the documents being produced e.g. large maps, the number of spaces available were reduced to 2 from 2nd December to give more safe working and handling room for documents, during December the occupancy rate was still 50%. The Record Office building was handed over to the construction company on 1st February 2023 for the planned construction works. A member of our public service team left us in July 2022 which reduced our staffing levels for a period of six months, but a new member of the team joined us at the end of January.

Enquiry and reprographic Services

During the service closure, and very limited re-opening, the enquiry and reprographic service continued, however, the overall number of orders went down by 57% on the previous year whilst the photographic orders were quite static at 95%. Only a small number of photographic permits were issued during the year to people attending the limited public service.

Stoke on Trent City Archives

We were fully staffed again from August 2022 for the first time since the pandemic began. We did not, however, resume pre-pandemic opening hours due to training two new members of staff and preparation for the move to PMAG. During the year in-person visits increased by 32% despite the restricted access implemented in the final quarter. Document production increased by 40%: an element of this was our customers' forward planning, accessing documents in preparation for the temporary closure. Another significant element was that the Archivist had added collection level descriptions to our online catalogue 'Gateway to the Past' for all our collections as well as further complete catalogues. Our service has learned many valuable lessons from adapting to the restrictions the pandemic imposed. We have observed the great benefit to customers of forward planning in advance of a visit. Staff fully advise on what we hold, giving customers the opportunity to browse lists, pre-order documents and apply for permissions in advance of a visit, to essentially visit us properly prepared, making more efficient use of their time and giving them access to more appropriate sources. We plan to retain this

model when we re-open. This means more work for staff at the beginning of the exchange, but a more seamless efficient experience for both customers and staff during a visit.

Enquiry and reprographic services

The increase in photographic orders (57%) has provided the opportunity for the Digital Development Officer to (as a consequence) improve accessibility to some of our collections by digitising several items in full. The addition of the Minton Archive Index, 1860-1946 and The Mount School Admissions Index, 1897-1927 to the Staffordshire Name Indexes website has proved popular, leading to enquiries and copy orders. While we are continuing to provide a full remote enquiry service, uptake has decreased by 7% overall, however, the range of enquiries remains consistent and all collections continue to be well utilized. In the same period, requests for microfilm prints, copies and scans has increased by 18%. To accommodate the extra staff workload for the move, it has been necessary to reduce the upper limit of research orders to two hours as demand on the service has increased by 37.5% and the staff hours spent on research orders has increased by 71%.

Consulting Users and Partners

At Stoke-on-Trent City Archives we have received positive feedback following our communication with readers, depositors, volunteers and other stakeholders such as The National Archives and the Art Fund. Any concerns raised were addressed successfully by staff and the FAQs on the Move microsite.

The Archives and Heritage Service launched an annual volunteer survey in May 2022. There was a very high response rate and very positive results to question about enjoyment of volunteering.



Volunteers enjoying a refreshment break – an outcome from our survey

The survey highlighted the many individual motivations for volunteering and helped us to update our volunteering policy and procedures. We produced a “you said, we listened” infographic to share the outcomes with our volunteers including improved communications, a volunteer events programme and refreshment breaks at Eastgate House.

Feedback forms from events were overwhelmingly positive and gave us suggestions for future engagement activities and how to enhance our public programmes. Comments from families at an outreach event included the following key words; ‘enjoyable’ ‘exciting’, ‘fun’, ‘great for all ages’, ‘inspiring’.

Complaints, comments and compliments

Staffordshire Record Office received 184 compliments no complaints during the year. Our users appreciated the service we provided both during our closure period and our limited public access service.

Some of our compliments:

Thank you for your very prompt, information-packed replies. You have provided me with much more than I ever expected. (R Garbutt)

I feel like I've won the lottery and can't thank you enough for getting back to me with this useful information. It has meant a great deal to me. Seeing this will allowed me to solve a puzzle I have been trying to figure out for some time. It's amazing to be able to access this information from my house in Canada! Thanks again for this and all you do. (J Van Brunt)

Thank you very much for your prompt reply. I think you went beyond the initial request and your reply is very helpful. I have now had a chance to look at the guides and your suggestions and think I should be able to answer the questions. I know that you will all have been working in difficult circumstances for the past couple of years or so due to the reorganisation and covid restrictions. I really appreciate your quick and helpful response. Perhaps you could refer my reply to your manager for your annual review? (M Ball)

Thank you very much! I have contributed images that your website makes use of, and yes, I think your website is great and very informative as well as unique, especially from the munitions perspective of Swynnerton. Thank you for making this resource available! (R Jewell)

Stoke-on-Trent City Archives has received 110 positive comments/compliments during 2022-2023 and received no official complaints.

Compliments included the following:

I just want to thank you for all your time and shared information on this. You went above and beyond my expectations. I truly appreciate your time and value added to my research.

Thank you so much for your reply. Amazing that the plate is almost 200 years old. I probably bought it at a car boot sale, and doubt if it cost much. Lovely to feel history.

Thank you again for your speedy and helpful reply: I am thrilled to receive a reply from someone who clearly knows the [Minton] collection well, and pleased, too, to receive the links for the pattern book pages and for the Minton collectors' website, which I will investigate shortly.

You deserve a pay rise for doing this for me! It has been a family mystery as to the history and origins [of these moon flasks] and from what you say they are very old and so I am wanting to make sure that we know their value and they get sent to the right place not a charity shop! Really well done and so prompt. Thanks so much, you are a credit to Stoke-on-Trent archives.

Online services

[Learning Blog](#)

Whilst the blog is not currently being updated it remains live and is a useful tool; we signpost volunteers and placement students to the resources particularly the paleography content.

[Minton Archive](#)

As in previous years the Minton Archive has continued with regular posts relating to archive material, including new instalments for long-running series' such as Folio Friday and Pairing Up. In June a host of Minton material was called upon in order to take a deep dive into the

production of the Queen's Vase for the Platinum Jubilee (including a matching Folio Friday featuring 21 individual artworks, rather than the traditional one!) and in September the site celebrated its seventh anniversary with the release of another 752 tile designs and the creation of a new themed search for Tiles, better reflecting the growing amount of tile-related material available to view directly within the online catalogue. In conjunction with the Staffordshire Name Indexes website the names and details from five documents listing employees were made available to view online as the Minton Archive Index, and most recently work for the move microsite has provided some useful jumping off points for an ongoing series of "Moving Minton" blog posts.

Stoke Archives is Moving microsite

The Stoke-on-Trent City Archives is Moving microsite (www.stokearchivesismoving.uk) is a temporary site designed to keep users up-to-date during the transfer of the archive service to its new location within The Potteries Museum & Art Gallery. The homepage focuses on the current status of on-site access, with a traffic light system denoting whether the service is open, on restricted access, or closed, and a timeline is included to give users a basic overview of the various move process and overall timescale. Another key part of the microsite is the Moving Blog, where users can get more information about the latest move-related activity at the City Archives, including a series of Store Tour vlogs designed to give viewers a behind-the-scenes look at the strong rooms and secure areas usually off-limits to the public. The blog addresses FAQs and there is also the option to subscribe via e-mail. The number of subscribers is growing, we currently have 76 subscribers.

Past Track and Staffordshire Name Indexes



Detail of the enclosure map for Waterfall, 1743 (SRO D424/M/1 part 1)

Visitor numbers for Staffordshire Past Track remain well above their pre-COVID levels, helped by the addition of another 1,350 new resources during 2022-23, mostly added by our volunteer Bob Metcalfe with research support from John Bennett.

As well as photographs from our own collections, important additions to the site this year have been the first batch of 130 of the 213 enclosure maps digitised by ICam earlier in 2022 thanks to FoSSA and funding from Midlands Ancestors' Kemp Legacy Fund, and over 400 postcards from the late Roy Lewis's superb collection, kindly lent for digitization by his family.

It has also been a good year for new resources for family and local historians on the Staffordshire Name Indexes site. New this year are: the Minton Archive which contains about 6,900 names for the period 1860-1946 extracted from Addresses presented by employees and Registers of Apprentices; the Mount School for the Blind and Deaf admissions index, 1897-

1927; and the City of Stoke-on-Trent Blind Welfare Committee register index, 1840-1951. Thanks are due to the teams of volunteers who carry out this valuable research.

Social media

Following on from our positive response to posts last year, we have continued to use Facebook and Twitter to promote our collections at Stoke-on-Trent City Archives. We've seen lots of engagement with users whenever we've written about new accessions, highlighted items from our collections that we come across in our day-to-day work, or during local and national events such as the Platinum Jubilee. We've also found it's a great way to promote our move microsite and provide bite-sized, regular updates about the move which people can explore in more detail if they wish.

We have built on earlier social media engagement by introducing a content calendar that creates a balance of posts around four topics; sharing our collections, celebrating the Staffordshire History Centre Project, promoting events and sharing key service updates. We have targeted content to different platforms and posted stories to Instagram to boost engagement. Our content calendar allows us to link content to calendar dates. Our Christmas themed content proved to be very popular (particularly Nimrod the pantomime pony!) and we used social media to link our collections to Halloween.



Images shared on social media for Platinum Jubilee celebrations and Nimrod at Christmas.

Events and Exhibitions

Staffordshire History Day 2022

The Staffordshire History Day is an annual event which brings together historians, researchers, local history societies and members of the public, together with our partners at Keele University and the Midlands History Centre at the University of Birmingham, to explore and discover the stories of the people and places of Staffordshire. After a two-year break Staffordshire Archives and Heritage Service hosted the event online for the first time.

The full programme included academic papers on the Battle of Bloor Heath, Staffordshire Enamels, Austerity to prosperity in the Black Country and the Staffordshire Asylums project together with updates from the Victoria County History team and County Archaeologist. The day was well attended with 66 people logging in and a further 57 participants joining us for a series of Collections Stores tours in the week following the online event.

Touring exhibitions

A Case for the Ordinary - Staffordshire's Asylums and the Patient Experience



William Pace, aged 16, 1894. Stafford Asylum records (SRO)

Launched in January 2022, this popular exhibition continued to tour Staffordshire during the year, visiting the Brampton Museum in Newcastle-under-Lyme and the Nicholson Museum in Leek. The smaller pop-up version was hosted by seven library venues in 2022-23.

The exhibitions are the culmination of a two-year research project and enable visitors can find out more about the daily life inside the asylums, the treatments, staff and patients.

A total of 13,503 people visited the larger exhibition and a further 58,648 experienced the pop-up display. Later in 2023 it will be hosted by the Ancient High House in Stafford and it will be the first temporary exhibition at the Staffordshire History Centre when it opens.

The research project, website and exhibition were supported with funding from the Wellcome Trust and our partners at Keele University and the University of Birmingham.

The smaller pop-up exhibition continued its tour of Staffordshire Libraries until November reaching over 58,000 people.



A Case for the Ordinary (Brampton Museum, May 2022)

CLandage Partnership Project

The CLandage project, run by Liverpool University, explores past societal adaptations to weather events to better understand climate change. The project officially concluded in October with an event in Stafford. A new touring exhibition has been launched at the event which will tour Staffordshire libraries until 2024.



Still from CLandage Washlands film with Maria Whatton, display at Burton Library (January 2023)

Partners, participants, and academics came together for a study day to review and celebrate the research and outcomes of the project. This included a specially commissioned film of the Burton-upon-Trent Washlands with storyteller Maria Whatton, poems from Mel Wardle-Woodend and a display of documents and related objects from the Archives and Heritage Service.

Behind the Scenes Tours

Museum Collection Store Tours

This year saw the introduction of our new Collection Store Tours. This is a key part of the History Centre project, enabling access to the collections through going behind the scenes. A new film was commissioned to enable visitors with accessibility needs to view collections located on the mezzanine levels of the stores.



Collections Store Tour, January 2023

A full programme of store tours was available, and 8 community groups booked tours together. These were complimented by a further public events in the stores including a special offer for lottery players together with an artist led workshop for the A Sense of Place project.

William Salt Library Tours

We developed a very popular tour of the empty heritage buildings that previously housed the William Salt library collections. The research was led by our digital officer and included information about past residents, the history of the site and even resident ghosts! We ran tours for staff, volunteers, elected members and the public; we had to keep extending the number of tours due to overwhelming demand.

This tour has now been adapted into a talk that has been delivered to a local group and is booked for 2024 and 2025.

Community Wedding Dress Exhibition at Hamstall Ridware

In May the Community Engagement and Partnerships Officer supported a community group in Hamstall Ridware to stage an exhibition of wedding dresses worn by people from the village. Support was given through the loan of mannequins and advice and assistance with mounting the dresses for display.



Community led exhibition at Hamstall Ridware, May 2022

Shelley Group visit: On Monday 16th May we were pleased to host two sharing sessions for the annual visit of the Shelley Group, who enjoyed delving into the companies records

BCB Artists visit: On 22nd September we welcomed a group of Artists from the British Ceramic Biennial (BCB) who enjoyed examining a variety of production records from various pottery manufactures.

Majolica Mania Exhibition and visit: After a debut at New York City's Bard Graduate Center, and then moving to the Walters Art Museum, Baltimore, the exhibition *Majolica Mania: Transatlantic Pottery in England and the United States, 1850–1915* moved to the Potteries Museum and Art Gallery running from Saturday 8th October 2022 until Sunday 29th January 2023. The exhibition featured several physical items and digital images from the Minton Archive. In connection with this international exhibition Stoke-on-Trent City Archives hosted a visit from the Majolica International Society to share the Minton Archive on Friday 7th October.

Here is a wonderful comment from one of our group visits:

"I can't thank you enough for the incredible visit and introduction to the Stoke City Archives last week - the group were incredibly impressed by the vastness and the beauty of your collections - I felt so proud that the archives your safe-guard are valued so much. The group are still absolutely beaming about their intensive day in Stoke and that wouldn't have been possible without your great support, involvement and generosity in sharing so openly and in hosting them for the afternoon. Thank you so much!"

Placements

Stoke-on-Trent City Archives has supported three student placements this year. Keele University student Beth, who continued her cataloguing work from last year, stayed with us until June, and Cerys, student at Wrexham University, joined us for a week in April, trying her hand at a variety of tasks including document production, numbering and cataloguing. Finally, Charlotte from Bristol University began her placement at the end of March, assisting with packaging and cataloguing work for the city archives' move.

At Staffordshire Archives and Heritage we hosted four placement students who contributed over 90 hours to the service shadowing and supporting all of our teams and undertaking research tasks. One placement was linked to a higher education course and three supported

career goals and personal development. We have developed a new model for placements where a personalized timetable gives them experience across all areas of the service.

Volunteers

At Stafford

After a month to move operations over to Eastgate House in April, volunteering resumed in our new temporary home in May 2022. We retained the majority of our volunteers and have gained more. We have actively recruited volunteers across our sites this year, most recently at the HAP in Lichfield.

We have 36 volunteers who visit Eastgate House Tuesday to Friday and 20 who volunteer on site at our museum store and remotely from home. We have also just recruited 4 new volunteers to begin in Lichfield from June 2023. Last year our volunteers gave over 4,000 hours to the service making the collections more accessible.

This year we have implemented a new model for volunteering. We have offered our volunteers a programme of events and skills building sessions. We have also been keeping them up to date with a quarterly newsletter. This has been crucial to keep volunteers updated about the development of Staffordshire History Centre and changes within the service. We completed our first annual volunteer survey last May and plan to hold the next one this summer to ensure that our volunteers feel supported and are able to give us feedback to improve volunteering.



One of our events was a talk from Dr Imogen Peck of University of Birmingham who visited us in November 2022 to talk about the Civil War in Staffordshire. The talk was attended by volunteers from various project groups, and they were able to discuss their knowledge of the period in relation to the area they volunteering in, this included the Consistory Courts of Lichfield, Poor Law and Paupers and individuals working on wills from the period. It was a great chance for volunteers to come together and discuss their projects with each other and learn more about Staffordshire's history.

At Stoke

All volunteer activity this year has supported Stoke-on-Trent City Archives' move to its new home at the Potteries Museum and Art Gallery. This is a huge task and we are extremely grateful for all the offers of help. Twelve volunteers have assisted with cataloguing and packaging of collections over the last year and we have welcomed both old and new faces to the archives.

Some members of our Lancer Volunteer Group returned in June 2022, and they have now transferred their skills to assisting with listing and packaging in preparation for the move. We were delighted to find out that Frank Foy, lead volunteer for the Lancers, was awarded the Buchan medal in recognition of his volunteering work earlier this year. (Right: Frank with Princess Alexandra)



Margaret Beard has continued to work on her Poor Law indexing project for the Staffordshire Name Indexes website and as a former member of staff, her knowledge of our local studies collections has proved to be an invaluable asset when sorting through our backlog of local studies stock and card indexes- another move task.



We have also welcomed several new volunteers, specifically for move work. Martyn, Jack, Charlotte and Molly have assisted us with a variety of tasks, ranging from packaging, cleaning and labelling to checking lists on our cataloguing software, CALM. Martyn and Jack have almost finished the brilliant feat of boxing all of our pottery and local studies pamphlets, and Molly is currently re-boxing and listing the Tony Bailey photograph collection (SD 1621). They have also re-boxed two large series of Radio Stoke tapes now on deposit with the archives (SD 1972 and SD 1783) and have improved a series of catalogue descriptions for some of our Methodist records. Here is Martyn cleaning and numbering the Wenger collection (SD 1292) ready for moving. Wengers, based at the Helvetia Works in Hanley, were colour merchants to the pottery industry.

We hope to welcome back more volunteers soon and were pleased to offer a training day earlier this year when our Conservator showed us how to make specialist archive boxes for individual volumes, also giving a refresher in document handling.

Partnerships with Universities

We continue to work in partnership with Keele and Nottingham Universities on projects, research and volunteer activities. Academic partners continue to support our volunteers both online and in person enhancing the volunteering experience.

We welcomed back Susie Johns who has returned to working with our Bawdy Courts volunteers after a period of leave. Hannah Smith has just begun her PhD research on Staffordshire and Slavery and intends to run a volunteer group later in her project, Gabriella Gay continues her part time research and is currently working on her own creative responses to silences in archives.

A Sense of Place Partnership Project

From January we have been working in partnership with the Staffordshire Library Service and the Midlands Partnership NHS Foundation Trust (responsible for the Community Managed Libraries) on a place-based arts project exploring and capturing what we love about where we live, and supporting mental health and wellbeing. This is part of a regional project led by Creative Health and funded by Arts Council England.

A series of free taster workshops were run in January and February at two Community Managed Libraries in Stafford; Baswich and Holmcroft. Using the museum collections for inspiration the groups worked with artists Juneau Projects to produce work in a range of media. A visit to the Museum Collection Store also took place in February. The workshops continue in 2023 with a celebration exhibition at the New Art Gallery Walsall in the summer.



A Sense of Place taster workshops with Juneau Projects, Baswich Library, January 2023

Lichfield History Access Point

The engagement team has worked in partnership with library staff to improve access to the Lichfield HAP for service users. This work has included improving the layout of resources, recruiting new volunteers and developing resources and information ahead of volunteer inductions.

At the Museum

As noted above, Bob and John continue to make sure Staffordshire Past Track has plenty of new content, scanning, uploading images and researching the captions. Meanwhile, Ana and Jim have been busy cataloguing, marking and packaging new collections, inventory checking, and researching for exhibitions. Last but not least, Kevin has been helping with setting up and dismantling our touring exhibitions and stewarding at our Museum Store Open Days.

New Accessions

Staffordshire Record Office and William Salt Library



Map of John Sneyd's land in Ipstones, 1773 (7923)

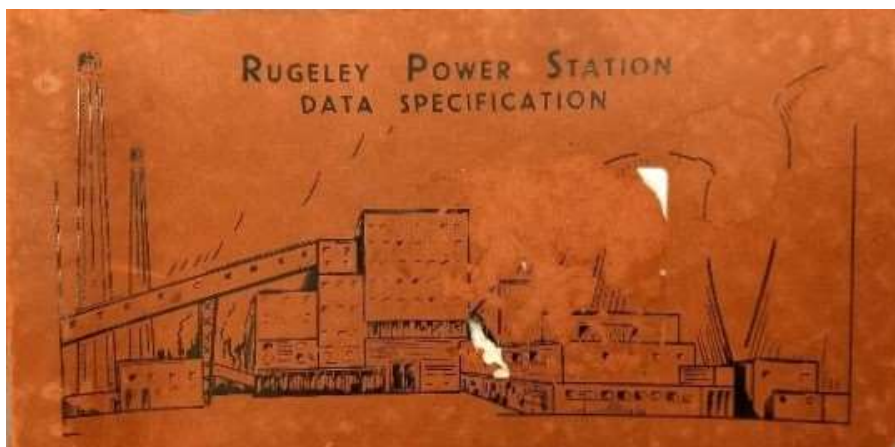
The closure of the on-site service at Staffordshire Record Office combined with the lack of space in the strongrooms has meant we have had to reduce the number of new accessions we are able to accept. We have liaised more closely with potential donors and depositors to discuss their storage options, and have accepted accessions where there is an urgent storage need or where the documents are of significance. Small accessions that have arrived in the post have also been accessioned. We continue to look out for under-represented types of collections, aiming to reflect the County and City in all aspects of its life and people.

In 2022/23 we received 34 accessions at Staffordshire Record Office and one from within the County Council. The total volume of all permanent accessions was 27 boxes (1.3 cubic metres). Every new accession was fully catalogued or had a detailed summary created. 96 accessions were taken at Stoke City Archives. Additionally across the Service we had 95 contacts from or to members of the public and local organisations holding records but where no records have as yet been deposited, where deposits were deliberately deferred as described above, or where people have been referred to different repositories. The total of accessions and approaches was 226.

New Accessions at Staffordshire Record Office

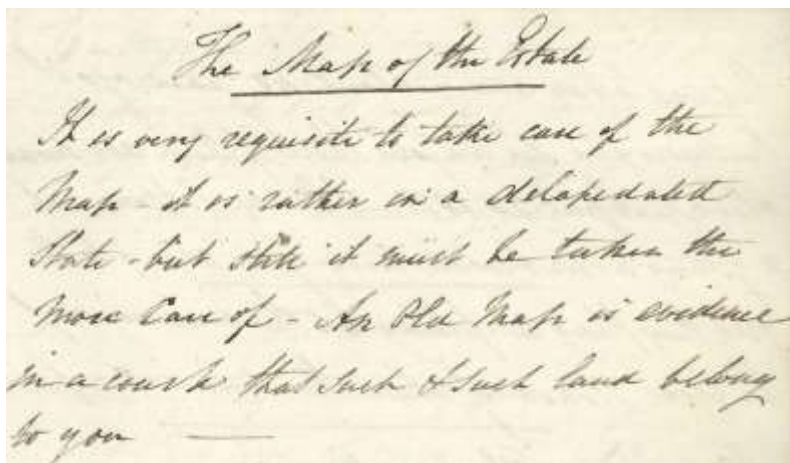
We have continued to receive a wide variety of records reflecting all aspects of Staffordshire life, but a greatly reduced number due to the Staffordshire History Centre building project.

The most significant accession this year was the Rugeley Power Station collection (7939). This consists partly of physical documents covering the former power station from its first creation in the 1950s up to the present day and future plans for the site, and a second batch of digital archives that were created on-site, mainly from the digitisation of other records such as engineering drawings and site photographs but containing many other records. In the future a selection from these digital records will be made for permanent preservation. The collection is the subject of an exhibition project (see elsewhere in this report).



Operational manual for Rugeley A Station, 1950s (7939/1/1/1)

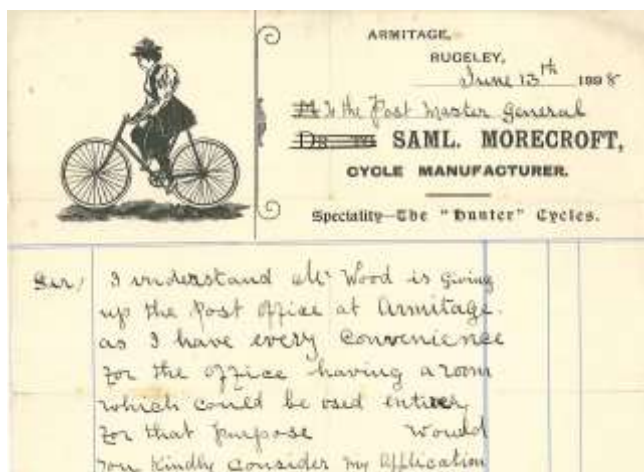
We have continued to receive deposits from local churches, including some 19th century and early 20th century parish registers from Salt (D7921), Newcastle St Paul (D7930), Cross Heath, St. Michael and All Angels (D7931) and Brownhills St James, Ogle Hay (D7947). Registers from the 1940s have also been deposited by Bloxwich, All Saints (D7944), Wolverhampton, St. Luke, Blakenhall (D7948), and from Lichfield United Reformed Church, later URC and Baptist (D7949).



Extract from Sir Charles Wolseley's memorandum book on the importance of keeping records (7927)

Records of other organisations include Stretton and Claymills Women's Institute dating from the 1940s (D7928), records of Chasetown Primary School mainly relating to its final years before closure in 1999 (7929), and a club book of Biddulph Union Friendly Society recording members 1876-1903 (7950). Betley Local History Society donated some papers relating to property ownership and personal estate of the Tollett and Wickstead families of Betley and Nantwich, 1699-1847 (7946).

We continue to be grateful to our Friends organisation for purchasing documents advertised for sale on the open market. These include an attractive map of John Sneyd's small estate in Ipstones in 1773 (see image above), and a memorandum book kept by Sir Charles Wolseley, c.1820-1854, in which he recorded important notes about the estate, land rights and the cause of flooding, as well as snippets about the house contents, the sad death of an ancestor and four arabian horses when the mill dam broke, and the importance of looking after records (7927).



Letter from Samuel Morecroft of Armitage, bicycle manufacturer, offering his services as postmaster from his own premises in 1898 (7925/A/1)

Personal items include papers of Phyllis Marian Shephard, a school teacher in Gnosall, including diaries and scrapbooks relating to a teachers' exchange trip to Canada in the 1950s (7920); some papers of the Withington family of Cannock, owners of the Cannock and Hednesford Advertiser, including papers about wartime arrangements in Cannock and about the future of their premises (7933); papers of the Hulme family relating to the inheritance and ownership of Ball Haye Estate (7935); and papers of Samuel Morecroft of Armitage, and of his family businesses which included bicycles, medicines, undertaking and running the post office (7925).

As always, we received various miscellaneous and unusual items. These include some papers relating to turnpike roads in North Staffordshire including an abandoned stretch of road, and a police summons for damage to a road by using a "tipstick" to slow the descent of a cart down a hill (7919); a book of reference to the Grand Junction Railway in Staffordshire 1839-1840 (7924); a coloured building plan for alterations to a house at Barlaston boat yard in 1926, kept by the owners of the property (7937); and Regulations for Attendants at Cheddleton Asylum, later Mental Hospital, 1900, 1938, which were donated by Bethlem Hospital Archives ("Bedlam") (7943)

New Accessions at the William Salt Library

A total of 164 new accessions, which included 72 book purchases, were acquired by the William Salt Library over the year. Most of these purchases related to Staffordshire, railways, pottery industry, crime, folklore, sport, histories of individual places in the County as well as biographies of Staffordshire people.

In terms of William Salt Library additions to the on-line catalogue a total of 1628 new item records were created during the year. In addition to this 1785 new name authority records were also created to support the entries on the catalogue.

Apart from new items extensive work has been carried out on the existing William Salt Library collection through the work carried out by staff, by one of our volunteers as well as via the HLF Staffordshire History Centre Project cataloguing post, which started in October. These have all led to the creation of 1425 retrospective items being added to the catalogue.

New accessions at Stoke on Trent City Archives

We had a total of 96 new accessions in 2022/23. This is a lot more than usual because we have been working through a historic backlog of un-accessioned material in the strong rooms as part of our move preparation. We have found some brilliant items hidden away in the backlog

and are pleased to be able to share them with our users on social media and finally give them a presence on the online catalogue.

New accessions have ranged from military and medical records to records of prominent local figures, businesses and churches, as well as items recording social activity in the city.



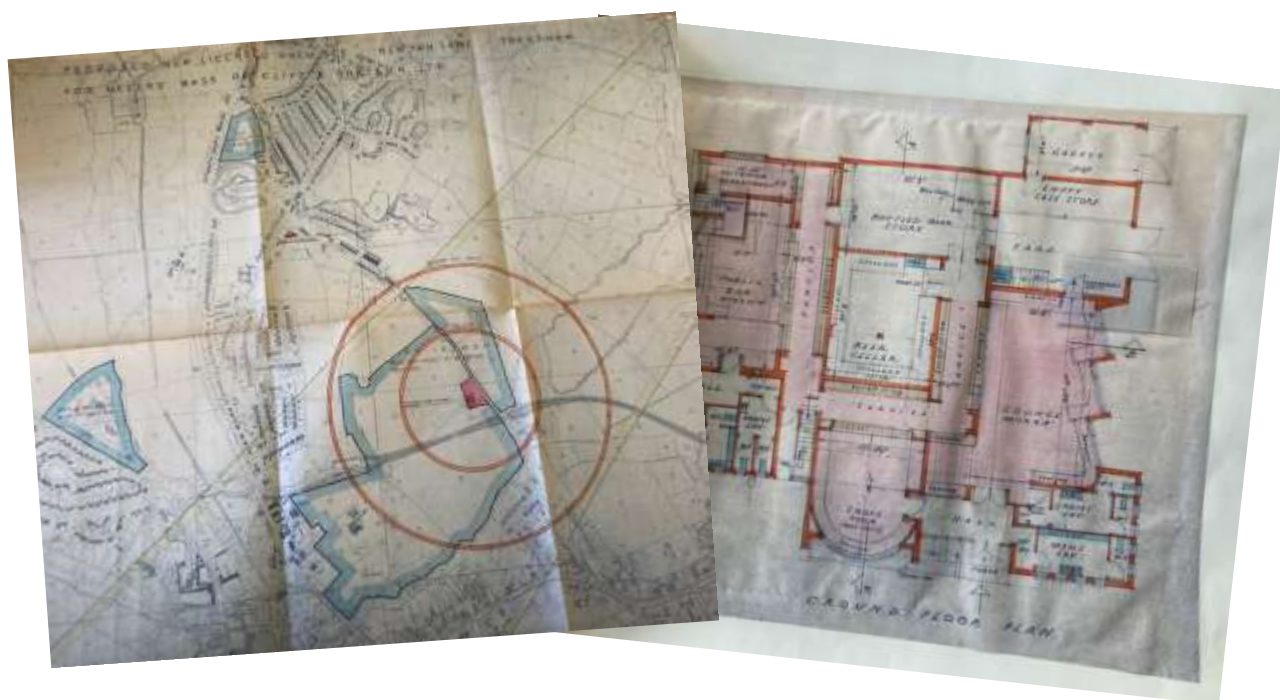
Highlights include the pattern books of two local pottery companies, A G Richardson and the Campbell Tile Company (SD 1942 and SD 1945). They add to the growing number of records we have that reflect the city's unique heritage in the ceramics industry.

We also made some important additions to existing collections this year, notably the records of the 16th/5th Queen's Royal Lancers (SD 1937 and SD 2028), the Staffordshire Chambers of Commerce (SD 1947) and a number of Methodist churches (SD 2012), with the latter consisting of 77 marriage and baptism registers, 1873-2020.



Another large and exciting deposit was the BBC Radio Stoke sound archive (SD 1972). This had previously been on indefinite loan to the archives, and it is fantastic to have now secured the future preservation of the tapes by formalising an agreement with Radio Stoke.

Smaller, but equally interesting new additions have included the personal papers of Alderman Arthur Moran, who was Lord Mayor of the city between 1969 and 1970 (SD 1949), a wonderfully witty Burslem students' magazine, 1927 (SD 1985), and a finance ledger of Stoke-on-Trent Hospital Management Committee (SD 2007). The latter provides a fascinating insight into healthcare provision in the early days of the NHS. We also received a donation of a lovely set of plans of public houses in the city, a colourful and eye-catching series, many of which include maps showing the predicted catchment areas of the proposed new pubs (SD 1987).



Finally, we were very pleased to be presented with a series of transcripts to interviews conducted with Polish migrants living in Stoke-on-Trent (SD 1971), an accession which reflects the diversity of the city's culture and heritage.

We have now temporarily halted the intake of new accessions to allow us to focus on preparation for our move to the Potteries Museum and Art Gallery, but very much look forward to being able to resume taking in new material once we have completed our move.

Staffordshire County Museum

102 objects and 816 photographs were acquired by the County Museum Service. Highlights include a 1920s Burton High School girl's school uniform and a Burton on Trent Grammar School boy's uniform from the 1950s, objects relating to Evode Ltd. in Stafford, and egg tempera paintings by Staffordshire folk artist Sue Prince produced for the Ann Green Festival held in Alstonefield in 2018.



St. Peter's Church Alstonefield, 2018 (SCM G2022.1.2)



Stone Branch, Cyclists' Touring Club, c.1963 (SCM P2022.001.0011)

Newly acquired photographs cover subjects such as the Stone Branch of the Cyclists' Touring Club in the 1960s, Kinver Rock Houses, the Withington family and the Cannock Advertiser, and the project archive and photographs collected as part of the Brindley Village – A Legacy of the Great War project. We have also been bequeathed the late Rev. Michael Fisher's collection of colour transparencies relating to his important research into A.W.N. Pugin and his work in Staffordshire.

Cataloguing Progress

Staffordshire and Lichfield Collections

Across Staffordshire Record Office and Stoke on Trent City Archives, a total of 6636 entries have been added to the catalogue, divided between 848 entries for new accessions and 5788 for back-cataloguing. Additionally, 5027 entries have been added or enhanced by volunteer work.

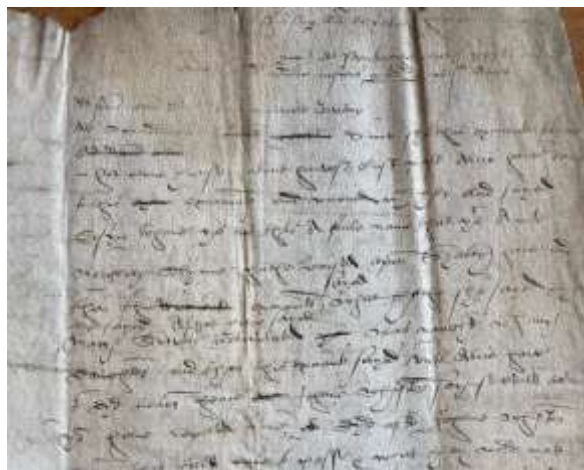
Across the Service, 79.45% of all collections are fully listed online and 99.5% of all collections have some sort of description online even if only a summary collection description.

Volunteer support for cataloguing projects

We are grateful to our dedicated and skilled volunteer groups and individuals who have added to and improved our collections catalogues again this year with the support of our academic partners, collections officers and volunteer coordinator.

The Bawdy Court volunteers

The two Bawdy Courts volunteer groups have continued to support the work of collaborative



PhD student, Susie Johns of Keele University. Susie has now converted to a part-time PhD, so will be with us for an extra 2 years working on her history of time project. This year the Stafford group has concentrated on filling the gaps in Susie's time data. They have read through hundreds of church court depositions in search of time-related language and description. They worked mainly on the later 18th century, with one member of the group taking on the earlier Latin-language period, which, as you can see from the image, presents challenges of legibility! The group's work also involves collecting additional detail for the

catalogue, which as a result will be more searchable for names and places.



The remote group has continued to meet on Teams and to research cases for the Bawdy Courts blog on subjects from marital disputes to the sad case of the will of a young woman made as she lay on her deathbed remembering both her mother and her betrothed. Susie has been on leave of absence for part of this year and we were delighted to welcome volunteer Alison, who has taken over editing the Bawdy Courts blog. Alison is a history graduate with a keen interest in making history accessible through social media. (Left: one of Alison's first posts, written by volunteer Liz).

Poor Law project volunteers and Keele University

This year the Poor Law volunteers led by Professor Tomkins from Keele University have completed their work to catalogue the correspondence of Staffordshire's parish Overseers of the Poor. A further 1,495 catalogue entries have been added to Gateway by this group. This is a tremendous achievement, which now allows researchers to delve down into the detail of how the parish authorities administered the money raised through the poor rate. It reveals their interaction with local businesses, their attitudes to ill health and disability and a huge range of related subjects. At the end of the year Professor Tomkins introduced the group to the new task of listing settlement certificates, settlement examinations and removal orders, all part of the parish poor law system prior to 1834.



Quarter Sessions Rolls cataloguing project

This year the Quarter Sessions volunteers have continued to check the early 17th-century rolls catalogue entries, back-filling with descriptions of documents that were not possible to copy when they were working from home. An excellent training session by volunteer Jim Sutton on the various common Latin documents in the Quarter Sessions rolls has helped the group to identify document types in this period. There are now 18 rolls awaiting a final check before being imported onto Gateway. It is time-consuming work but the group is undaunted!

(Lesley and Penny giving their eyes a rest from deciphering 17th-century handwriting).

The Bradford Collection volunteers Joy, working on site at Stafford, and June, volunteering from home, continue their work on family diaries and estate ledgers. Their work both improves the catalogue and assists with the activities of the collection's depositors at Weston Park; in particular they have found evidence of changes to the house at Weston. This year their expert knowledge of the collection has also helped us to answer enquiries about the Bradford Collection from researchers unable to visit in person.

Individual cataloguing volunteers

Volunteer Kevin Mottram completed the catalogue for the collection of the late Rosemary Knight of Cannock which was accessioned in 2021 (7909), mainly correspondence with her large circle of friends and family, and reflecting her charity work including stand-up stage performances. The collection includes some correspondence with Chad Varah, the founder of The Samaritans, and material about her family history in Armenia. This was a difficult collection which required a great deal of sorting and weeding to get it into a manageable state. Kevin submitted the catalogue as part of his archive course.

Janet Kisz has continued working on the Burton Borough Surveyor's collection. In 2022-2023 she has worked on subject files from the Surveyor's Office, late 19th to early 20th cent., and over 200 new descriptions have been added to the catalogue which relate to sewerage and drainage, public health and infectious diseases, the widening of Burton Bridge, and a report on wages and hours of workmen of Night Soil and Destructor Department.



Bob Jones (left) has continued his work on local authority building plans which are submitted for planning permission. In 2022-2023 nearly 1000 descriptions were imported into the catalogue from collections for Leek Urban, Leek Rural and Mayfield Rural Districts for the 1930s-1940s, and for Wolstanton Urban District, mainly 1920s-1930s.

We were sorry to say goodbye to volunteer Liz Ford who for many years has been typing old catalogues from home, more recently including other building plans and one of the last outstanding large paper catalogues.

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 retrieval of deeds for legal services staff.

The streamlined deeds service has continued but during the closure of the building a more flexible approach has been taken. Once the building was handed over some scanning has been completed where that is easier to do rather than transporting documents across the sites. Accession work has also continued.

Figures for the previous year, 2021/2022, are given in brackets.

Number of deed packets retrieved and issued: 485 (500);

Number of files retrieved and issued to H.M. Coroners: 9 (13)

Number of new deed packets accessioned and indexed: 570 (530)

Volumes of SCC committee minutes catalogued: Due to being closed and under construction these minutes will not come over to us until the building re-opens (15).

Stoke on Trent City Archives

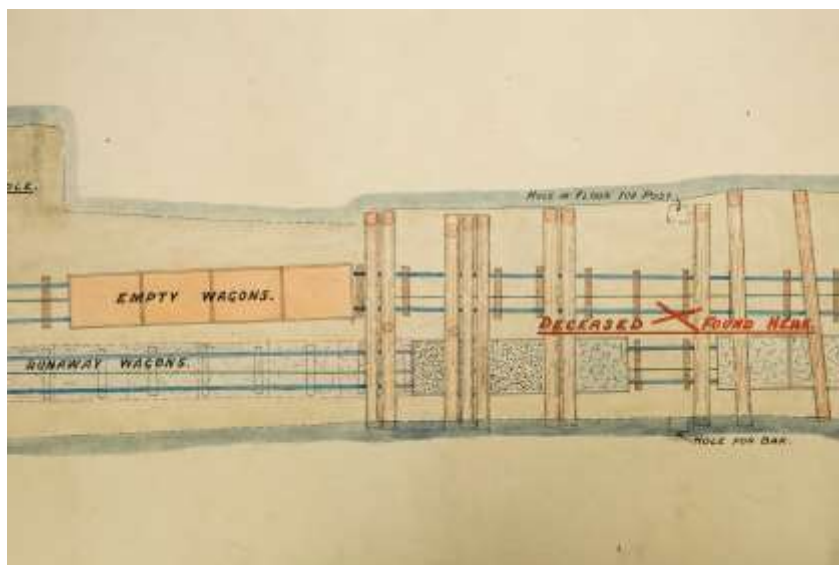
Our focus for much of the last year at Stoke-on-Trent City Archives has been preparing for our move to the Potteries Museum and Art Gallery. However, we have still been able to continue cataloguing and have made plenty of new additions to the online catalogue, improving the

experience for both remote and onsite users, and making our collections more accessible. We are particularly pleased that all of our collections now have an online presence with at least a basic collection level description on 'Gateway to the Past', something which will be maintained for all future new accessions.

Our largest cataloguing project of the last year has been sorting and describing the records of the Mount School for the Blind and Deaf at Penkhull, 1897-2001 (SD 1224), now available to browse on 'Gateway to the Past'. This important collection reflects the lives of children with disabilities at a school opened in 1897 by A.J. Story, a pioneer in deaf education. The collection includes a complete set of pupil records, 1897-1981 and to further improve accessibility we have provided an accompanying index on the Staffordshire Name Indexes website. Our publicity surrounding the launch of the catalogue has prompted the offer of further records of pupils at the school. The aerial photograph below shows the school's location in a 7-acre site adjacent to the home of pottery manufacturer Josiah Spode.



We have also concentrated on cataloguing as many of our new accessions as possible, and have continued working our way through the cataloguing backlog and old lists to be added to 'Gateway to the Past'. Another notable series which has been catalogued this year is the records of the Shelley Potteries, including several series of pattern, badge and crest books.



Our volunteers and students have continued to support cataloguing work by listing small collections and adding detail to existing descriptions. For example, student Cerys listed a small collection of colliery plans produced in the 20th century as part of investigations into fatal colliery accidents.

Plan from SD 1404, a series of plans of mining accidents at Florence Colliery

Our statistics for the year are as follows:

- New collections: 574 catalogue entries
- Backlog collections: 1,462 catalogue entries,
- Collection level descriptions: 188 (92 added from backlog and 96 added from new accessions)

Preservation and Conservation



Having well and truly settled into her new position as Conservator, Lisa has had another busy year. In the early part of the year the focus was on completing the move out of the Record Office and William Salt Library, ready for construction work on the Staffordshire History Centre to begin. The William Salt Library move was completed in May 2022. The collection has been packaged for its temporary home until the History Centre opens, with the kind assistance of 10 conservation volunteers and many members of staff. Once out of the building a few sections of Edwardian wallpaper were uncovered, and the plan is to conserve them in the coming year.

The Bradford collection had two months of conservation time this year as access to the building site will be restricted in 2023-24. This involved removing rusty metal fastenings and cleaning folders ready to go into custom-made archival boxes. This not only protects the collection for the future but also allows us to gain space in a very tightly packed strongroom.

During 2023-24 Lisa will be continuing to carry out remedial work on archive collections currently unavailable to the public due to their condition, but will also be helping prepare for the move of Stoke-on-Trent archive collections later in the year.

Staff changes and training

Staffordshire staff changes

Laura Clarke left her post as History Centre Assistant to move to Stoke-on-Trent City Archives. Claire Jackson joined the service as History Centre Assistant. Alex Chong joined the service as Project Researcher for the Rugeley Power Station project and Robert MacKinnon was appointed as the Pandemic Diary Project Assistant. The four Heritage Fund supported History Centre project posts were filled by Louise Crompton as Project Cataloguer, Lizzie Short as Learning Officer, Hannah Grange-Sales as Community History Development Officer, and Sophie Harris as Exhibition Assistant.

Training:

A number of staff attended the Basic Archives Skills Training course, which was found to be useful to all. Most of the Archives & Heritage Management Team attended the MBTI workshops, which proved very interesting and a useful tool moving forward. Other online training courses included Planning Exhibitions and Events with Mixed Collections, Risk & Resilience, The Audience Agency Digitally Democraticising Archives, DCDC conference, Integrated Pest Management, Digital preservation and engagement and Limp Vellum binding.

Stoke staff changes

The permanent post of Public Services Manager was filled by Laura Clarke in July 2022. Archive Assistant Hayley Barry went on maternity leave in July 2022 and Randeep Atwal was appointed as maternity cover for this role from August 2022.

Training

Staff at Stoke-on-Trent City Archives have undertaken a broad range of training in the last year, in preparation for moving our service to a new location, this has been possible as we now have a full complement of staff. This training has included corporate inductions for new staff, Health and Safety and manual handling, data protection and GDPR training, safe-guarding and emergency first aid at work. Some staff have been trained in recruitment and selection, employee relations, financial systems, supporting development and wellbeing. One member of the team has joined the newly formed Early Careers Network, while another has attended the Stoke-on-Trent City Council apprenticeship scheme training event.

Performance

The Joint Archive Service works to a three year forward plan and developed a ten-year vision in 2015 which was reviewed in 2021. 2022–23 is the second year of delivery of the revised plan. The key objectives are focused 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.

The Archive and Heritage Service collects detailed statistics about all areas of its work shown at Appendix 1 to the report. This covers personal use, distance use and online use of the service. There are five local performance indicators which the service measures against:

1. Use of the service
2. Attendances at events, talks, education and community visits
3. Volunteer hours
4. Customer satisfaction
5. Use of Collections

Acknowledgements

Without the support, dedication and sheer hard work of our staff and volunteers the Archive and Heritage 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 2022-2023.

Staff

Staffordshire Record Office, William Salt Library, County Museum: Alex Chong, Chris Copp, Louise Crompton, Ben Cunliffe, Sarah English, Dominic Farr, Hannah Grange Sales, Sophie Harris, Claire Jackson, Rebecca Jackson, Helen Johnson, Robert MacKinnon, Henrietta Martinez, Julie O'Neill, Joanne Peck, Lizzie Short, Amanda Spearman, Liz Street, Bev Sutherland, Joanna Terry, Lisa Williams, Mel Williamson.

Stoke on Trent City Archives: Louise Ferriday, Rebecca Jackson, Meriel Lees, Andrew Dawson, Laura Clarke, Mandy Pover, Hayley Barry, Randeep Atwal.

Volunteers

Our thanks to the following volunteers for supporting our service across a number of roles.

Alan Preece, Alison Dunn, Amanda Godfrey, Anastasia Nelson, Andrew George, Angela Velu, Ann Fisher, Anne George, Ariadne Plant, Barbara Hodge, Bob Jones, Bob Metcalfe, Brian Cooper, Caroline Nash-Smith, Catherine Nichols, Catherine Turner, Ceris Roberts, Christine Millard, Claire Jackson, Colette Siddiqui, Corinna Rayner, David Bennion, Denise Allman, Dianne Shenton. Jackie Williams, Janet Edwards, Janet Kisz, Janet Wheeler, Jill Sumner, Jim Miller, Jim Preston, Jim Sutton, John Bennett, Joy Pownall, Joyce Jones, Judith Ash, Julia Newton, June Ellis, Ken Barlow, Kevin Mottram, Lesley Hayes, Lesley Jones, Lindsay Lorenz, Liz Newman, Liz Wise, Margaret Whitehurst, Martyn Bailey, Matthew Blake, Mike Bulmer, Mike Goldstein, Mithra Tonking, Natasha Yardley, Patrick Brough, Penny Twibill, Pete Gurney, Rachael Brookes, Randle Knight, Ray Wilson, Richard Totty, Sandra Hassall, Shelley Robotham, Sue Walker, Tim Groom, Vick Haviland, Margaret Beard, Melvin Bourne, Valerie Bourne, Frank Foy, Jo Foy, Paul Niblett, Christine Reynolds, Colin Webb, Beth Jones, Cerys Edwards, Charlotte Goodwin, Jack Bullock, Martyn Bailey, Molly Beech, Louise Tellwright

This year we welcomed, Alison Dunn, Amanda Godfrey, Rachael Brookes and Vick Haviland to the service.

We said goodbye to Claire Jackson, briefly as she used the skills she had learned volunteering to apply for her new role as an HCA on the Public Service Team.

Friends of the Archive Service (FoSSA)

Our thanks to the committee and members for their support throughout the year: Dianne Barre, Andrew George, Sue Gregory, Val Gannon, Malcolm Price, Andrew Sargent, Richard Totty.

Joint Archive Committee 2022/2023

Elected members of Staffordshire County Council: Victoria Wilson (Vice-Chair), Mark Sutton
Mike Davies, (Observer), John Francis (Observer).

Elected members of Stoke on Trent City Council: Lorraine Beardmore (Chair)

Appendix 1

Part 1

Public Service Statistics – Financial Year 2022/2023 (2021/2022 in brackets)

| | STAFFORD | STOKE | BURTON | TOTAL |
|--|---------------|------------|--------------|---------------|
| PERSONAL USE | | | | |
| Total number of individual visits | 27 (1,002) | 531 (403) | 0* (0*) | 558 (1,405) |
| Total number of documents produced | 1,828 (6,502) | 1084 (774) | N/A | 2,912 (7,276) |
| Total number of museum objects on display | | | | 918 (4,271) |
| Total number of Ordnance Survey maps and local studies items produced for consultation | 3 (922) | 351 (753) | 0* (0*) | 1,675 (256) |
| DISTANCE USE | | | | |
| Total number of email/postal enquiries | 2,017 (2,745) | 906 (1018) | N/A | 2,923 (3,763) |
| Total number of telephone enquiries | 207 (1,035) | 351 (326) | Not recorded | 558 (1,361) |

REPROGRAPHICS SERVICES

| | | | | |
|--|-------------|------------|-----|---------------|
| Total number of photocopies/ microprints supplied and total number of orders (including scanning) | 465 (1,072) | 1047 (890) | N/A | 1,512 (1,962) |
| Total number of photographic orders | 161 (170) | 11 (7) | N/A | 172 (177) |
| Total number of photographic permits issued | 17 (241) | 45 (40) | N/A | 62 (281) |

*Nil due to service closure during
COVID-19

RESEARCH SERVICES

| | | | | |
|--|------------|------------|-----|------------|
| Total hours of research for the public, and | 15.75 (36) | 27 (15.75) | N/A | 42 (51.75) |
| total number of orders | 36 (31) | 22 (16) | N/A | 58 (47) |

ONLINE USE

| | | | | |
|--|--|--|--|-----------------|
| Total number of website visitor sessions | | | | 53,050 (70,579) |
| Total number of visitor sessions to online catalogue | | | | 15,630 (22,939) |
| Total number of visitor sessions on Staffordshire Name Indexes website | | | | 17,937 (22,600) |

| | |
|--|-----------------------|
| Staffordshire Past Track | 248,432 (252,938) |
| Social media streams (FB reach, Twitter impressions and Instagram likes) | 1,862,979 (1,732,054) |
| OUTREACH ACTIVITY | |
| Total number of attendees at Archive & Heritage Service events | 1,868 (330) |
| Total number of volunteer hours (from 2020/21 includes museum volunteer hours) | 4,685.5 (3,607) |

Part 2

Performance Monitoring against Service Targets

Monitoring is still suspended as both the Staffordshire and Stoke-on-Trent service are operating a limited public service whilst preparing to move into new service points.

Part 3

Local Performance Indicators 2022/23

| Performance indicator | Outturn 2021/2022 | Outturn 2022/23 |
|--|--|-----------------|
| 1. Use of Service | 2,058,922 | 2,168,730 |
| - Personal visits | (*NB 21/22 includes museum collections for first time) | |
| - Online visits | | |
| - Email, postal and telephone enquiries and orders | | |

| | | |
|--|---------------------------|----------------------------|
| 2. Engagement with the Service Attendances at <ul style="list-style-type: none"> - Events and celebrations - Talks by our staff - Educational and community group visits to our offices | 330 | 1,868 |
| 3. Number of volunteer hours | 3,607 | 4,685.5 |
| 4. Customer satisfaction Percentage of users expressing satisfaction with overall services and facilities | 99.0% (from CIPFA survey) | No CIPFA survey this year. |
| 5. Use of collections (new indicator) Number of documents/objects consulted and on display | 10,773 | 8,194 |