

Local Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 21 June 2012

Staffordshire and Stoke on Trent Archive Service: Additional Fees and Charges 2012-2013

Recommendation(s)

1. That the additional fees and charges proposed in Appendix 2 to this report be approved for introduction by the Joint Archive Service from June 2012.

Report of Deputy Chief Executive and Director for Place (Staffordshire County Council) and Director of Adult and Neighbourhood Services (Stoke on Trent City Council)

Reasons for Recommendations

2. At the last Joint Archive Committee on 7 December 2011 the Committee approved the fees and charges for the Service from April 2012. Since these fees were approved the Archive Service has received an increasing number of requests for support, advice and training for local history and community groups in connection with applications for grant funding. This has prompted the Service to review its charges again. The report is being brought now to inform members in case they receive questions or comments from local groups about support from the Joint Archive Service.

Background

3. The Archive Service receives requests from community groups to advise them about applications for grant funding for local projects. These projects often involve collecting archives, photographs, artefacts and oral history testimonies. Sometimes the project may also include outreach elements such as exhibitions, events or creating a time capsule.

4. The Service offers support in several ways. It can offer advice about the bid application and a letter of support may also be written. The other way that the Service supports local groups is at the delivery stage of the project by offering training or workshops for the people involved in the project. A recent example is the Chesterton My Place youth project where two members of staff delivered a session on oral history techniques and what to put into a time capsule.

5. Until now all of this support has been given free of charge. However there is evidence that other Archive Services and related cultural services charge for this support and that funders such as Heritage Lottery Fund expect this service to be charged for. The proposed charges have been based on the in-kind charge that the Heritage Lottery Fund and Arts Council recommend for professional advice. Both bodies welcome bids which are supported by organisations such as the Archive Service as it strengthens the bid and ensures that the end product reaches a certain standard. The charge will be made for the workshop session and this can be included

as part of the bid for funding by the community group. Advice will still be given free of charge at the point of writing the bid. Similarly letters of support, where appropriate will also be written free of charge.

6. The proposed fees and charges would only be applied from this point on to ensure that community groups have time to include them as part of their application for funding. Advice at the bid writing stage will still be given free of charge. Advice to other community groups who are not seeking funding will still be given free of charge as part of the basic service provided to potential depositors and organisations who care for collections.

7. To ensure parity across services these fees include those sessions delivered by Staffordshire County Museum Service.

Appendix 1

Equalities implications:

Charges will only apply to new requests for support and will be for workshops not advice on writing bids. Basic advice on care of collections will still be given free of charge for groups who have not acquired grant funding.

Legal implications:

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

Resource and Value for money implications:

These charges will ensure that staff time is covered and that the Service receives appropriate remuneration for its professional support.

Risk implications:

Advice at the bid writing stage will still be given free of charge to reduce the risk that community groups are deterred from seeking funding.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

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List of Background Papers

Papers

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