

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 16 June 2016

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

Recommendation(s)

1. That the outcome of the bid to the Heritage Lottery Fund (HLF) for the Staffordshire History Centre be noted by the Committee.

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Chief Operating Officer – Resources Director (Stoke on Trent City Council)

Reasons for Recommendations

Background

2. The Archive and Heritage Service submitted a bid to the Heritage Lottery Fund (HLF) on 11 February 2016 to create the Staffordshire History Centre.

3. The bid was considered by the HLF Board and awarded a stage one pass. The project will now enter the development phase with a second stage bid submitted in December 2017.

Outcome of Heritage Lottery Fund bid

4. The Staffordshire History Centre bid was considered by the HLF Board on the 24 May 2016. The decision to award the stage one pass means that Staffordshire County Council and its partners, the William Salt Library Trust, have been awarded a grant of £4.29m. This grant is split into two phases, the development phase and a delivery phase subject to a successful stage 2 bid being submitted.

5. The new centre will hold records up to 1,000 years old, as well as having a new community exhibition space, modern search rooms and strong rooms to provide storage for an additional 25 years of future collections.

6. During the project existing records currently held at the Lichfield Record Office and the William Salt Library will be moved into the new centre and more records will continue to be made available online. A new local and family history access point will be created in Lichfield Library where people will have access to a range of digital collections.

7. At the History Centre rare archives will be displayed in a state of the art exhibition space, and over six million parish records, documenting the lives of ordinary Staffordshire people will be available in the new centre and online.

8. Added to this, the project will deliver a four year county wide activity programme, which includes a schools' learning programme, touring exhibitions and the digitisation of key collections. More than 100 volunteers will be enlisted to help deliver the history centre project, which will reach out to academics and historians as well as people and communities interested in researching their family history.

Development phase of the project

9. During the development phase the partnership will receive £333,350 which will enable the following work to be completed:

- Designs for the new History Centre will be developed to RIBA Stage 3 required for the stage two bid.
- The Activity Plan will be developed and further consultation with stakeholders carried out to inform the Plan.
- A Conservation Plan, Management and Maintenance Plan, Business Plan, Fundraising Strategy and Learning Policy will be developed.
- Detailed costs for the delivery stage will be calculated.
- Further fundraising will be carried out to secure the remaining £150,000 of funding by the time the stage two bid is submitted which will be supported by the service's two Friends groups.

10. A stage two application will be submitted to secure the remaining £3,965,590 from HLF. The estimated project costs are:

Staffordshire History Centre - Cost modelling for HLF bid			
Estimated Project Costs:			
Description	Development Phase	Delivery Phase	Total
Build Costs (Appendix 1)			
Construction	£0	£2,705,000	£2,705,000
Professional Fees	£139,800	£259,600	£399,400
Equipment	£0	£389,600	£389,600
Legal	£10,000	£10,000	£20,000
Temp Accommodation	£0	£70,000	£70,000
Contingency	£35,800	£322,600	£358,400
Sub-total Build Costs	£185,600	£3,756,800	£3,942,400
Activity Costs (Appendix 2)			
Employees	£99,720	£438,530	£538,250
Contracted	£75,800	£18,000	£93,800
Volunteer	£57,360	£653,210	£710,570
Other	£18,570	£313,470	£332,040
Contingency	£25,150	£142,320	£167,470
Sub-total Activity Costs	£276,600	£1,565,530	£1,842,130
Total Project Costs	£462,200	£5,322,330	£5,784,530
Financed by: (Appendix 3)			
Description	Development Phase	Delivery Phase	Total
Cash	£62,060	£665,000	£727,060
In Kind	£66,790	£691,740	£758,530
HLF Grant Request	£333,350	£3,965,590	£4,298,940
Total Funding	£462,200	£5,322,330	£5,784,530
Match Funding	28%	25%	26%
HLF Funding	72%	75%	74%
Matched Funding required to meet minimum 10%	£46,220	£532,230	£578,450

Next steps

12. HLF will send a formal offer letter and a start up meeting will be arranged with the Project Board. One or two mentors will be appointed by HLF to support the project. Following the start up meeting HLF will give the partnership permission to start and only then can the formal work begin.

14. The Archive and Heritage Service will also begin the process of remodelling the service to deliver the Staffordshire History Centre. Confirmation of the successful outcome of the bid means that the service will be able to accurately plan and forecast budgets for the next three to four years.

15. An update report on the progress of the project and the service three year budget will be brought to the November Joint Archives Committee.

Appendix 1

Equalities implications:

Stakeholders and partners have been involved in development of the project and bid and further consultation is planned in the development stage.

Legal implications:

Heads of Term has been agreed between the County Council and William Salt Library Trust and will be further developed for the next stage of the project.

Resource and Value for money implications:

The delivery of the Staffordshire History Centre will enable the Archive Service to achieve its MTFs savings and a sustainable model for the future.

Risk implications:

The project has secured a stage 1 pass and development stage funding. To proceed to delivery the partnership will need to secure stage two funding, income generation and other fundraising.

Climate Change implications:

The project balances online access and physical access to services and collections to offer options for remote use and not necessarily travel to multiple locations. Any new buildings will be compliant with modern standards for energy efficiency and minimise impacts on climate change.

Health Impact Assessment screening:

The project offers opportunities for volunteers to get involved and add value to the service with support and accredited training programmes from staff. Volunteering provides many social benefits for individuals which can impact positively on health.

Report author:

Author's Name: Joanna Terry, Head of Archives and Heritage
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers Contact/Directorate/ext number

Stage 1 HLF Application for the Staffordshire History Centre