

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 17 November 2016

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

Recommendation(s)

1. That the report be noted for information 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 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.
4. 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.

Project Progress

5. Since June the Staffordshire History Centre project board and team (SHC) have been working to submit formal permission to start to the HLF. Until permission to start is received funding is not made available and the project cannot officially start.
6. In September members of the project team and partners met with the HLF Grants Officer and the two mentors assigned to the project. The mentors are Caroline Wilson, a conservation architect and Katherine Hann, a heritage and museum consultant specialising in interpretation. Their role is to oversee HLF's interest in the project and make sure that the Development Phase is successful.
7. At the start up meeting in September the mentors and grants officer fed back comments on the project briefs and advised the team on changes to make to ensure the project delivers against the approved purposes of the HLF grant.

8. Since the start up meeting the project briefs were revised. The job descriptions for the two project posts (Project Support Officer and Community History Development Officer) were revised and submitted to the job evaluation panel.

9. The permission to start form was signed off by the Director of Strategy, Governance and Change and the Director of Finance and Resources (due to the size of the project) and submitted to HLF. Permission to start was granted on 3 November.

10. Delays in getting permission to start means the project has slipped by approximately two - three months. However the Project Team is ready to start advertising the commissioned pieces of work and recruiting to the project posts.

Approved purposes of the development phase of the project

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

- Appoint an architect led design team to consist of Lead Architect, Quantity Surveyor, M&E Engineers, Clerk of Works, CDM Coordinator to prepare building designs to RIBA D and costs
- Appointment of consultant to develop and test the outline activity plan
- Appoint a Project Support Worker and Community History Development Officer
- Appoint consultants to write the Conservation Management Plan for the Staffordshire History Centre and William Salt Library Building focusing on the historic building and collections.
- Write a Management and Maintenance Plan which outlines how the collections will be preserved and protected from risks in the future
- Undertake legal work which outlines the role of the partners in the delivery of the project, land transfer, changes to governance of the William Salt Library Trust and setting up of a Development Trust
- Putting together a learning programme which will deliver a wide range of learning activities to school, colleges and universities
- Consultant to be appointed to write a Business Plan for the Staffordshire History Centre
- Put together a fundraising strategy
- Consultant to be appointed to explore the Active Partnership Framework and its implementation.

12. During the Development Phase the project will be managed by a Project Board and Project Team with support from the HLF mentors. Appendix Two shows the project governance structure.

13. At the midpoint of the Development Phase HLF will formally assess progress of the project. This will be in the late summer 2017 when draft designs for the History Centre are available. Draft plans for the activities to be delivered will also be assessed at this stage. This is a formal review which the project must pass to be able to submit the round 2 application.

14. During the Development Phase fundraising for the remaining £150, 000 matched funding will commence. Some fundraising has already been started by the Friends of Staffordshire and Stoke on Trent Archive Service. The Friends of the William Salt Library have also agreed to fundraise for the project. In addition a fundraising consultant will be appointed to help write funding applications to other organisations to support elements of the project. A stage two application will be submitted to secure the remaining £3,965,590 from HLF. This bid was intended for submission in December however due to delays this is now likely to be early 2018.

Next steps

15. The procurement process for the design work and activity programme work will commence. The contracts will be advertised through the County Council e-tendering system. This is to ensure the project complies with Council procurement regulations and those of HLF.

16. The recruitment process for the Project Support Officer and Community History Development Officer will commence following the County Council processes.

17. An update report on the progress of the project will be brought to the February 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 the delivery phase the partnership will need to secure stage two funding, and raise £150,000 of matched funding.

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:

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List of Background Papers

Papers	Contact/Directorate/ext number
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Project Board and Project Team meeting notes	
Stage 1 HLF Application.	
Project Governance Structure (Appendix Two)	