

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 18 February 2016

Staffordshire and Stoke on Trent Archive Service: Report on Staffordshire History Centre consultation findings and preferred option for development

Recommendation(s)

1. That the final 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 has developed Option A as the preferred option for delivery of the Staffordshire History Centre (SHC). An architect led design team were commissioned to develop a design for the Centre.

3. Discussions with key partners including the William Salt Library, Diocese of Lichfield and Universities of Keele and Wolverhampton has ensured that their support for the project has been confirmed.

4. The Project Board, Project Team and Archives and Heritage team have continued to work on the HLF bid bringing together the supporting documents and final application. This was submitted on 11 February 2016.

Heritage Lottery Fund submission

5. Following a competitive process the architects, Roberts Limbrick, were appointed to develop the design and feasibility study for the preferred option for the stage 1 HLF application.

6. A draft design was produced in mid November and shared at two stakeholder drop in sessions at Staffordshire Record Office and Lichfield Library. The plans were also made available online along with a feedback form. Feedback was also sought from the conservation officers at Stafford Borough Council and Historic England. The design was also shared with the National Archives and then amended and submitted to the Project Board with a final report at the end of November 2015.

7. Through the autumn the Archive and Heritage staff developed the Activity Plan (Appendix 3) for the project.

Following feedback from the Heritage Lottery Development Manager it was strengthened and expanded to cover a longer period and include more focus on developing a learning offer. To complete this work and improve the bid the Project Board agreed to delay the submission to February 2016.

8. Discussions took place between the County Council and the William Salt Library Trust to establish how the partnership would work in the future and how the Staffordshire History Centre would be managed. A Heads of Term was agreed on 25 January and this has become the Project Agreement between the two partners for the HLF bid.

9. The final bid has been brought together as an illustrated brochure (Appendix 2) which is referred to in the main application. The draft bid has been shared with the Project Team, Project Board, partners and HLF Development manager. Amendments have been made based on the feedback.

11. The estimated project costs for the bid 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

12. Letters of support for the HLF bid have been received from:

- Friends of Staffordshire and Stoke on Trent Archive Service
- Friends of the William Salt Library
- Diocese of Lichfield (including a financial pledge)
- Stafford Borough Council
- Keele University
- Wolverhampton University
- VAST
- Lord Lieutenant, Mr Ian Dudson, CBE CStJ

Next steps

13. The HLF bid was submitted on 11 February. The bid will be assigned to a grants officer who will make the case for presentation to the HLF West Midlands Committee and the National HLF Board. A decision will be made in May.

14. Following the decision the Service will either proceed to the development phase of the project or reassess the fall back options to continue with the remodelling of the Service.

Appendix 1

Equalities implications:

The consultation was robust and well supported. Stakeholders and partners have been involved in development of the project and bid. .

Legal implications:

Heads of Term has been agreed between the County Council and William Salt Library Trust 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 is not fully funded and depends on securing external funding, income generation and other fundraising. Options for delivering the project without major HLF funding will continue to be developed in parallel with the preferred option

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
Appendix 2: Staffordshire History Centre HLF bid brochure.	
Appendix 3: Staffordshire History Centre Activity Plan	