

CHESHIRE EAST COUNCIL CHESHIRE WEST & CHESTER COUNCIL

SHARED SERVICES JOINT COMMITTEE

Date of Meeting: 24 January 2020

Report of: Paul Newman – Archives and Local Studies Manager

Subject/Title: Archives Update

1.0 Report Summary

- 1.1 The purpose of this report is to provide a progress update in relation to the Archives Project.
- 1.2 This report provides the information that the shared service is required to provide to the Shared Services Joint Committee and/or Joint Officer Board under the Shared Services Agreement.

2.0 Decisions Requested

- 2.1 Members are asked to note the current status of the project.

3.0 Reasons for Recommendations

- 3.1 To update members on the successful grant application to the National Lottery Heritage Fund (formerly Heritage Lottery Fund, or HLF) and current status of the project.

4.0 Background

- 4.1 The requirement to relocate the Archives and Local Studies Service has been recognised by both authorities and a new future service delivery model agreed. This model sees two new history centres being established in Chester and Crewe, alongside improved service delivery in libraries, extended online services and a more extensive activity and event programme. This paper sets out the current position for the project, in light of the successful National Lottery Heritage Fund development phase application, which was submitted in May 2019 and approved in September 2019.

5.0 Current position and next steps

- 5.1 As agreed by the Cabinets of both Councils in September 2017, the project is run by a Project Board consisting of Cheshire East Council's Head of Rural and Cultural Economy as Senior Responsible Officer, the client managers of both

OFFICIAL

councils and the Archives manager, supported by a project manager allocated to the project.

- 5.2 In addition, a Portfolio Board of the portfolio holder from each Council plus Project Board members meets to discuss risks and issues which require strategic decisions, provide updates to Joint Committee, while portfolio holders keep respective administrations aware of progress and key decisions.
- 5.3 As reported to members in January 2019, a funding bid submitted in June 2018 to the HLF was rejected, but with positive feedback. The HLF, now National Lottery Heritage Fund, subsequently moved to a new funding framework, launched in January 2019. An updated development phase grant application was made in May 2019.
- 5.4 In September 2019 a development grant of £0.545 million was awarded. Officers met the National Lottery Heritage Fund in November 2019 and the project will formally start this month. The development phase runs for 18 months and will fund the following activity:-
- piloting of activities to engage new audiences with archives across the county;
 - development of detailed plans (to RIBA Stage 3) for the proposed new centres in Chester and Crewe;
 - development of a detailed business plan;
 - writing of a delivery phase funding application, for submission in Spring/Summer 2021.
- 5.5 A briefing for members from both councils is planned for May 2020, as part of a wider communications plan for the project.
- 5.6 If the delivery phase funding application is successful, the delivery phase would begin in Winter 2021/22. This phase of the project is programmed to last 3 years and would see the construction of the new centres and an extensive activity programme across both boroughs. The project is designed in such a way as to ensure that new ways of working fostered by the project are sustained once the project is over.

6.0 Wards Affected

- 6.1 This report relates to Shared Services that operate across both Cheshire East and Cheshire West and Chester councils so all wards are affected in both Councils.

7.0 Policy Implications

- 7.1 None.

8.0 Financial Implications

- 8.1 Funding to support the development stage is within both Councils' capital programmes, while funding for the delivery stage is referenced in both programmes, subject to further approvals. The total cost of the delivery stage is £17.736 million, with the maximum grant request to the National Lottery Fund being £4.455 million.

The revenue implications associated with the scheme will need to be determined and a decision will need to be made before decisions are finalised on the scheme.

- 8.2 Permission to accept and spend the development phase grant from the National Lottery Heritage Fund has been secured in both Councils. Match funding of £0.471m for the development stage is in place, made up of an equal contribution from each Council. In addition, volunteer time valued at £0.013m is being contributed to the project.
- 8.3 A summary of the anticipated expenditure for the development phase is captured in the table below:

| | |
|--|---------|
| Design team fees | £0.363m |
| Interpretation development and design | £0.117m |
| Project staff including project management and client manager | £0.249m |
| Other consultants (activities, business planning) | £0.086m |
| Surveys | £0.097m |
| Other (contingency, statutory fees, training, expenses, materials) | £0.117m |
| Total | £1.029m |

9.0 Legal Implications

- 9.1 Advice on compliance with grant terms and conditions, the Councils financial and contract procedure rules and on contracts will be sought for the development stage of the project including where necessary appointment of consultants to assist with development of detailed plans to RIBA Stage 3. Legal advice will also be sought on future funding bids to ensure appropriate governance approval.

10.0 Access to Information

- 10.1 The background papers relating to this report can be inspected by contacting the report writer:

Officer: Paul Newman, Archives and Local Studies Manager
Tel No: 01244 973391
Email: paul.newman@cheshiresharedservices.gov.uk

Background Documents:

Documents are available for inspection at:
Cheshire West and Chester Democratic Services
HQ
Nicholas Street
Chester
CH1 2NP
Or:
Cheshire East Democratic Services
Westfields
Middlewich Road
Sandbach
CW11 1HZ