

# CHESHIRE EAST COUNCIL CHESHIRE WEST & CHESTER COUNCIL

## SHARED SERVICES JOINT COMMITTEE

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**Date of Meeting:** 19 May 2017

**Report of:** Paul Newman – Archives and Local Studies Manager

**Subject/Title:** Archives Update

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### 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

Members are asked to:

- 2.1 Note the contents of the report

### 3.0 Update on the Archives: Timeline for Proposal

#### 3.1 Introduction

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 and envisaged timeline for this project.

#### 3.2 Current position

External consultants have been appointed to undertake site analyses in Chester and Crewe. Both are looking at one site in each place initially, with further sites being analysed (three in Chester, two in Crewe) if these prove unsuitable. The recommendation from the consultants for Chester is expected on 10 May, with the recommendation for Crewe following in mid June.

Following these recommendations, advice will be taken about the decision-making process to allocate specific sites to the project. Advice also needs to be

taken about allocating the future capital receipt from the sale of the current Record Office to the project.

### **3.3 Development of external funding bid**

In order to progress this project the service will need to secure funding from the Heritage Lottery Fund. The service is currently writing briefs for commissions which will support the development of the funding bid. These will be to

- a. Undertake the design work around the preferred sites
- b. Engage new audiences to understand their needs and develop an outline activity programme
- c. Develop exhibition, interpretation and digital proposals to help to bring the collections to life and tell the story of the county
- d. Write an outline business plan to demonstrate the sustainability of the service delivery model
- e. Write the funding bid itself

Briefs for b and c will be written by an external consultant with extensive experience of working with HLF. Those for a, d and e will be written internally and will be informed by briefs written for other, successful, HLF bids (e.g. Tatton Park 'Field to Fork', Lion Salt Works and Grosvenor Park).

#### *Procurement*

The Project Board agreed that, as host authority, Cheshire West should lead the procurement of these services, in consultation with Cheshire East.

### **3.4 Project Management and Governance**

Project Managers have been allocated to the project by both Cheshire West and Chester and Cheshire East. They are working together to draft a document setting out respective roles and responsibilities.

A key issue identified by the Project Board is the need to establish a decision matrix for the project, identifying which decisions need to be made, taken where and when. A workshop to set these out and identify the most efficient decision-making process is currently being arranged and future timelines are partly dependent on the outcome of this workshop.

In the timeline below it is assumed that a paper which allows the project to progress to the point where a funding bid can be submitted and, assuming a successful grant application, grant accepted, will be taken to Shared Services Joint Committee in July and then to both Cabinets in September.

### 3.5 Timeline

	Dates	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Cabinet reports - East</b>	Sep-17				11th		12th						
<b>Cabinet reports - West</b>	Sep-17				12th		13th						
<b>Joint Committee reports</b>	Jul-17				15th								x
													HLF outcome
<b>Site selection</b>													
: site analyses	Feb-Jun 2017	x	x	x									
: recommendation on preferred site (Chester)	May-17		x										
: recommendation on preferred site (Crewe)	Jun-17			x									
<b>Public consultation/engagement</b>													
: to develop activities and type of service	Apr-Nov 2017	x	x	x	x	x	x	x	x				
<b>External Funding</b>													
<b>Activity planning, bid writing and business planning</b>													
: Briefs for external specialists and appointment	May-17		x										
: Procurement	Jun-Jul 2017			x	x								
: Activity planning	Aug-Nov 2017					x	x	x	x				
: Business plan development	Oct-Nov 2017							x	x				
: Bid writing	Aug-Dec 2017					x	x	x	x	x			
<b>Concept design work</b>													
: Briefs for external specialists and appointment	Jun-Jul 2017			x	x								
: Procurement	Aug-Oct 2017					x	x	x					
: Design work (building)	Oct-Nov 2017							x	x				
: Design work (exhibitions, installations)	Oct-Nov 2017							x	x				
: Submit Stage 1 bid	Dec-17									x			
: Decision from HLF on Stage 1	Feb-18											x	
: Secure permission to start from HLF	Feb-Apr 2018											x	x
: Development Stage	May 2018-April 2020												
: Stage 2 bid	Apr-20												
: Decision from HLF on Stage 2	Jun-20												
: Delivery Stage	July 2020 onwards												

#### **4.0 Wards Affected**

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

#### **5.0 Local Ward Members**

- 5.1 Not applicable.

#### **6.0 Policy Implications**

- 6.1 None.

#### **7.0 Other Options**

- 7.1 None.

#### **8.0 Access to Information**

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

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#### ***Background Documents:***

*Documents are available for inspection at:*

*Cheshire East Democratic Services  
Westfields  
Middlewich Road  
Sandbach  
CW11 1HZ*