

Culture Committee

Date: **Tuesday, 30 October 2012**
Time: **10:30**
Venue: **Nottinghamshire Archives, County House, Castle Meadow Road, Nottingham
NG2 1AG**
Address: **[Venue Address]**

AGENDA

1	<u>Minutes of the last meeting held on 2 October 2012</u> Details	3 - 6
2	<u>Apologies for Absence</u> Details	1-2
3	<u>Declarations of Interests by Members and Officers:- (see note below)</u> (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	1-2
4	<u>Service Update for the Period up to 7 October 2012</u> Details	7 - 14
5	<u>Review of the County Council Cultural Strategy</u> Details	15 - 52
6	<u>Review of the Southwell Library Poetry Festival 2012</u> Details	53 - 56
7	<u>Nottinghamshire Archives and Records Management Development Plan</u> Details	57 - 86
8	<u>Project Enhancing and Reconnecting Grizzled Skipper Habitat across South Nottinghamshire</u> Details	87 - 90
9	<u>Work Programme</u> Details	91 - 96

(1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.

(2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 08449 80 80 80

(3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

(4) Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Martin Gately (Tel. 0115 977 2826) or a colleague in the Governance Team prior to the meeting.

(5) Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

minutes

Meeting CULTURE COMMITTEE

Date 2 October 2012 (commencing at 10.30 am)

Membership

Persons absent are marked with `A`

COUNCILLORS

John Cottee (Chairman)
Liz Yates (Vice-Chairman)
Fiona Asbury
Chris Barnfather
Barrie Cooper
A Michelle Gent
John Knight
Darrell Pulk
Gail Turner
Wendy Quigley
Gordon Wheeler

Ex-officio (non-voting)

A Mrs Kay Cutts

OTHER COUNCILLORS IN ATTENDANCE

Councillor Mel Shepherd

OFFICERS IN ATTENDANCE

Derek Highton – Service Director, Youth, Families and Culture
Patrick Candler – Group Manager, Country Parks and Green Estate
Sally Gill – Group Manager Planning
Linda Hardy – Parks Development Officer
Neil Robinson – Group Manager, Investments and Treasury Management

Martin Gately – Democratic Services

MINUTES OF THE LAST MEETING HELD ON 4 SEPTEMBER 2012

The minutes of the last meeting were agreed.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Gent who is unwell.

DECLARATIONS OF INTEREST

None.

ESTABLISHMENT OF A FIXED TERM HERITAGE DEVELOPMENT OFFICER POST AT BESTWOOD COUNTRY PARK WITH HERITAGE LOTTERY FUNDING

Further to the presentation of this report by the Parks Development Officer, Members found the creation of this post to be welcome news and were fully supportive of it.

RESOLVED: 2012/015

- 1) That the creation of a two year post to be hosted by the Country Parks and Green Estate Service and funded by the Heritage Lottery Fund, be approved.
- 2) That the Children, Families and Cultural Services Department will fund any redundancy payable after the two year fixed term ends, as part of its match funding contribution towards the grant, be noted.

LOCAL IMPROVEMENT SCHEMES HERITAGE AND CONSERVATION

Further to the presentation of this item, Councillor Yates described the initiative to restore the old school clock at Misterton and the consultation to determine if the chime should be reinstated too.

RESOLVED: 2012/016

That the success of the County Council's Local Improvement Schemes programme in physically improving the local natural and historic environment and the current programme of Heritage and Conservation projects be noted.

HERITAGE LOTTERY FUND STRATEGIC FRAMEWORK 2013-18

RESOLVED: 2012/017

- 1) To note the changes to the Heritage Lottery Fund Strategic Framework

- 2) To note the continued work to attract further investment in the County's heritage and the potential requirements for match funding.

WORK PROGRAMME

Councillor Cottee and Mr Higton explained that the tender for the new Sherwood Forest visitor centre will be considered by the Policy Committee on 17 October. Due to commercial sensitivity, some of the papers are exempt from publication. However, Culture Committee and other interested Members will receive a private briefing which will allow them the opportunity to explore any issues raised in the papers. This briefing will take place around the time that the Policy Committee papers are published.

In addition, a report from the Chairman will be a regular feature of the agenda as of the 30 October meeting.

RESOLVED: 2012/018

That the Committee's work programme be noted.

The meeting closed at 11:15 am.

CHAIRMAN

**REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE
AND THE GROUP MANAGER, PLANNING****SERVICE UPDATE FOR THE PERIOD UP TO 7 OCTOBER 2012****Purpose of the Report**

1. To update the Committee on a range of initiatives being undertaken which help to improve and enhance the quality of life for Nottinghamshire people.

Information and Advice**LIBRARIES****Summer Reading Challenge 2012**

2. This year's Summer Reading Challenge was launched on 14 July with special launch events at Mansfield, Newark and Worksop Libraries, attended by over 300 children. The Summer Reading Challenge, run by independent charity The Reading Agency, challenges children aged between four and 11 years old to read six books from their local library during the summer holidays. The Reading Agency provides fun, collectable incentives and rewards, plus a certificate and medal for every child who completes the Challenge. Children just need to visit their local library to sign up.
3. Now in its fourteenth year, the Summer Reading Challenge has proved extremely popular. Last year 8,950 children took part through libraries across Nottinghamshire.
4. UK Literacy Association research on the impact of the Summer Reading Challenge found that as well as stemming the "summer holiday dip" in children's reading achievements, teachers interviewed noted the social benefits of involvement with the Challenge, and praised the materials and website resources.
5. This year's theme for the Challenge is *Story Lab* which features four characters Lex, Rani, Will and Evie. Along with Aesop, the ginger lab cat, they will help Professor Cortex collect and share stories to fire up young imaginations. There has been considerable interest in the challenge from Nottinghamshire children and the number of children signing up has exceeded last year's figures at several libraries. The challenge ran until 9 September 2012.

Calverton Library

6. Calverton Library has re-opened after a make over. The refurbishment cost just over £50,000 and the work undertaken consisted of complete internal re-decoration, new shelving, furniture and carpet. The aim was to modernise and improve the environment for the library customers, with particular emphasis on improving the children's area to encourage new members. £20,000 was also spent on new books for the library.
7. On Saturday 6 October, the Chairman of the County Council officially re-opened the library with over 400 members of the local community attending the ceremony and the family fun event.
8. There have been many favourable comments on the changes from our customers.

"The Library is lighter, brighter and looks far bigger, fresher and modern"

"It's warmer, brighter and there are lots and lots and lots of new books! There's so many there's almost too many to choose from, it's brilliant!" (a comment from a child)

"A vast improvement, a pleasure to come, and the staff are fantastic!"

NOTTINGHAMSHIRE ARCHIVES

Nottinghamshire Heritage Awards, 2012

9. The Nottinghamshire Heritage Awards, run by the Nottinghamshire Heritage Forum, celebrate excellence in the County's museums, archives and heritage attractions. The awards evening was held at the Djanogly Art Gallery and Recital Hall, University of Nottingham, on 18 July 2012, sponsored by Nottingham Trent University and compèred by Andy Whittaker of BBC Radio Nottingham.
10. Nottinghamshire Archives won two awards:
 - The Inspiration Award for Best Special Project for the Gertrude Savile Twitter Diary
 - Judges' Special Acknowledgement of Outstanding Achievement.
11. The diaries of Gertrude Savile, 1721-1757, form part of the family and estate records of the Saviles of Rufford Abbey. The brevity of the diary lends itself to Twitter and daily entries are tweeted throughout the week. The project was designed to attract new audiences to archives through social media and Gertrude now has over 500 followers following her melancholic life, family arguments and inappropriate servant management techniques.
12. In addition Nottinghamshire Archives was short-listed for three other awards:
 - Collections Care and Development for the Southwell Minster Archives Project
 - Work with Children and Young People for the 'Olympiad Journals Group: Nottingham's Parks and Gardens - Past and Present'
 - Best Exhibition for the virtual exhibition 'Getting Your Indentures - The Life and Times of the Poor Apprentice'.

13. The Leader of the Council was present at the ceremony and presented the Best Exhibition award.

Make History Happen! Youth Heritage Conference

14. History Happen! was the County's first ever Youth Heritage Conference. Organised by Nottinghamshire Archives and held at Lakeside Arts Centre, University of Nottingham, it was supported by the University of Nottingham and the Nottinghamshire Local History Association. It aimed to engage young people between 16 and 21 years and heritage professionals who are actively working with young people. The Conference represented another development by the Archives service in its long-term goal to reach new and under-represented audiences.
15. The event attracted 50 attendees who participated in workshops that ranged from archaeology to conservation, museums, photography and quill pen writing. There were also talks on '*When Did Youth Happen?*', '*A Load of Old Rubbish!*' and the '*Life & Loves of Billy Richards*', a Nottingham teenager. The surprise arrival of the 1948 London Olympic torch at lunchtime added to the excitement of the day!
16. There was a great 'buzz' about the day and the involvement of a community group from Leicester, a Nottingham school, young work experience individuals and youth volunteers created a unique Conference experience.
17. One young person wrote: "I loved the workshops! I thought they were brilliant, interesting and extremely fun to do! The conservation workshop was really fun and interesting and helped me experience something totally new. The archaeology workshop was really interesting too and I loved holding the artefacts. Everybody was friendly and gave me a lot of careers advice!"

GREEN ESTATE

Programme of improvements to Manton Tip Woods

18. The Finance and Property Committee meeting on 17 September 2012 approved a report recommending acceptance of new external funding from the European Regional Development Fund (ERDF) so that works can commence on this site as soon as contracts have been completed.
19. The reclaimed waste tips of the former Manton colliery were transferred to Nottinghamshire County Council's ownership as part of 'The British Coal' programme of land acquisition and restoration. The 100ha site was reclaimed to a mixture of woodland, grassland and other habitats from 1996, using external funding and is now managed by the Country Parks and Green Estate Services.
20. However, in the intervening years, the site has become seriously degraded by increasing levels of vandalism, anti-social behaviour, and illegal motor-bike activity. Levels of legitimate public use have been further limited by the lack of car park provision.
21. The site has, however, significant potential to be an attractive and popular recreational forest park. It is strategically located at the southern approach to Worksop, adjacent to

Manton, and just north of Clumber Park. It is easily accessed by the local community and can function as a gateway site to the core Sherwood Forest to the south. The woods also contain valuable heath land and woodland habitats, including those highlighted for restoration in the Nottinghamshire Biological Action Plan.

22. A programme of works is now proposed to realise the full potential of the site in terms of recreation and ecology, reversing the culture of neglect and reducing future County Council revenue liability. These outline works include:

- Construction of a car park and formal vehicular access
- Enhancement of site security and boundary treatment
- Upgrading of routes around the site and linkages to wider path and cycleway network
- Fencing works, hedge planting, habitat mitigation works.

23. A funding package has been prepared combining external and internal sources as set out below:

Source	Status	12/13	13/14	Total
ERDF	Funding offered		£131,700	£131,700
Natural England	Application being appraised	£14,000		£14,000
NCC /LTP	12/13 allocated	£5000		
	13/14 allocated in provisional budget		£50,000	£55,000
NCC /British Coal	Allocated	£20,000	0	£20,000
Total		£39,000	£181,700	£220,700

CULTURAL AND ENRICHMENT SERVICES

National Water Sports Centre Events 2012

24. 2012 has been a special year for events at the National Water Sports Centre with close to 50 major events organised or hosted.
25. Alongside the day to day business at the Centre the following have taken place:
- 15 National Governing Body training camps
 - 3 National Governing Body trials events
 - 12 National Regattas
 - 5 National and regional triathlons
 - 2 National Dragon Boat events
26. In addition to the events listed above, a number of major events are worthy of more detailed recognition:

- Queen's Diamond Jubilee Celebrations Event**
 6,000 Nottinghamshire people enjoyed a Bank Holiday evening of entertainment and fun culminating in a stunning firework display and the only floating beacon in the United Kingdom.
- Olympic torch relay**
 As part of the Olympic Torch's journey throughout the UK, it arrived at the National Water Sports Centre to a jubilant welcome. The torch crossed the 2000m regatta lake on a boat paddled by young Nottinghamshire paddlers, followed by a flotilla of boats representing all the activities of the National Water Sports Centre. The flotilla was cheered by over 2,000 people, including 400 school children, invited from areas of the County not on the torch route.
- The Outlaw Triathlon**
 This annual event once again excelled with 1,200 competitors taking on a 2km swim, 110 mile bike ride followed by a full marathon. Competitors and spectators arrived from across the UK and Europe, giving a boost to local hotels and restaurants. This year the event was filmed by Channel 4 giving a very positive image of both the facilities at the National Water Sports Centre and Nottinghamshire's overall passion for sport.
- Chinese Olympic Team**
 In the days preceding the 2012 Games the National Water Sports Centre hosted the Chinese white water racing team. Under the banner of an official training venue of the 2012 Games, the team accessed the white water course and used the onsite accommodation at the Centre. All the team reported having enjoyed their stay in Nottinghamshire.
- Splash Dance**
 As part of the Cultural Olympiad the East Midlands Regional 'Big Dance' event took place at the National Water Sports Centre. Unfortunately, the name was all too true, with many of the planned activities having to be cancelled due to the bad weather conditions. However, the Centre was able to demonstrate its flexibility by converting, overnight, the Sports Hall into a 250 seat theatre, allowing 600 people to enjoy an iconic collaboration of community and professional dance.
- European Dragon Boat Championship**
 15 countries entered multiple teams at the European Championships. This event reaffirmed the Centre's position as an international event venue with the organisers commenting on the excellent service provide by the events team at the Centre.
- World Championship Powerboat Grand Prix**
 Returning to the UK and Nottinghamshire for the first time since 2002, the final round of the Formula 2 World Powerboat Championships took place at the Centre in September. This exciting event was watched by 2,000 spectators in a weekend of world class racing. Representatives from 10 countries competed at the blue ribbon event. All drivers and team managers expressed their delight with the facilities and are intending to return in 2013.

CONSERVATION

Biodiversity Offsetting

27. The County Council is continuing to lead work on the national Biodiversity Offsetting pilot in Nottinghamshire and is working closely with Natural England and the local planning authorities to identify opportunities to test the proposals. A number of different models for biodiversity opportunity mapping are being investigated and work is progressing on collating habitat data. Interest from developers in using offsetting and from groups and organisations able to provide suitable land and ongoing management of the offsets is now emerging.

Local Nature Partnership

28. On 28 September 2012, we received formal confirmation from Richard Benyon MP, Minister for Natural Environment and Fisheries, of Government's recognition of the Lowland Derbyshire and Nottinghamshire partnership as a Local Nature Partnership. Work is now underway to establish a Board to provide the strategic direction for the Partnership and to drive forward the priority actions identified by partners from the health, education, land management, business, community and environment sectors. The work of the LD&NLNP will be the subject of further reports to this Committee.

Supporting local conservation volunteers

29. The Biodiversity Officer has been working with local volunteers to undertake survey work to establish the distribution of the native white-clawed crayfish in Nottinghamshire and to identify the extent of the threat posed by the non-native signal crayfish.
30. This is part of an ongoing project which started in 2010 and is looking to establish a self-supporting Nottinghamshire Crayfish Group. The County Council has been working with Crayfish specialists to provide volunteers with the skills and experience required to enable them to obtain a Natural England licence to undertake research and monitoring of this European protected species and UK biodiversity priority species. The first volunteers achieved their licences in August.
31. In addition to surveying and monitoring priority biodiversity species, the County Council has been supporting communities in tackling the problems of invasive non-native species. I am pleased to report that we have successfully obtained funding from DEFRA to provide training and support for local groups in five catchments, with a focus particularly on Himalayan Balsam.
32. Himalayan Balsam was introduced to this country by Victorian plant collectors and in recent years has become widespread on water courses in Nottinghamshire. It forms dense stands which are detrimental to native wildlife and is known to exacerbate flooding problems locally. The project is seeking to tackle the problem by using a strategic catchment-based approach, identifying the source of the problem in each catchment and then working systematically downstream.

Time Travel Trent Vale

33. Newark Castle came to life on Saturday 28 July with the third and most successful so far of the Community Archaeology team's Time Travel Trent Vale events. The County Council co-ordinated the event, with the support of small army of willing volunteers, as part of the Trent Vale Landscape Partnership project, a three-year Heritage Lottery funded programme.
34. Queen Victoria glided through the grounds, while soldiers from Cromwell's New Model army fired muskets on the Castle walls as they had in 1645. Roman soldiers described the punishment for a colleague who had fallen asleep while on sentry duty, while members of an Anglo-Saxon family spun wool, and cooked food and talked about their lives.
35. There were weapons from Roman short swords through medieval bodkin arrows, up to a Bren gun from WWII. Dungeon tours were as popular as ever, and rooms of the castle that are usually closed to visitors could be explored. Re-enactors who are experts in their fields talked with visitors and demonstrated Mediaeval fighting skills to enthusiastic crowds.
36. Over 6,000 people of all ages came through the gates of the Castle to take part in this free event. In addition to boosting visitor numbers on the day, evidence from previous events has shown significant increases in visitor numbers in the following weeks.

Mons Pool Excavation

37. In August the County Council's Community Archaeologists were at Mons Pool, near Collingham. With funding from the Trent Vale Landscape Partnership, they ran a week's field school enabling 15 people per day to learn specialist archaeological skills and techniques as part of an excavation in advance of quarrying works. This was followed by a two-week community excavation where volunteers of all ages were able to work alongside professional archaeologists from the County Council and Salford University.
38. On Saturday 18 August nearly 200 people from the local communities and beyond attended an open day on the site, where they were able to talk to experts and look at the work undertaken by the specialists and volunteers. Finds from the site have included tweezers, a shoe and a glass bead from the Roman period, human burials and pottery from the Roman period and earlier.

Greenwood Community Awards

39. 140 people gathered at the Newstead Centre on the evening of 29 August for the Greenwood Community Awards. Colin Barson, Chairman of the Friends of Greenwood Community Forum, hosted the event which celebrates the achievements of volunteers and friends groups over the past year. Award winners are nominated by their peers and by officers and in 2012 there were 23 nominations, the highest response ever received, for the 12 awards. The awards include categories for teams or Friends Groups, adult volunteers, young people and schools.

Community Celebration

40. On Saturday 22 September, members of the Conservation Team attended the County Council's Community Celebration Event. The Team provided a photographic quiz on Nottinghamshire's Heritage as part of the entertainment for guests as they arrived in the Assembly Hall. They also provided interactive displays of the County's natural and historic environment with a Rivers and Royalty theme in the Civic Suite. These included archaeological finds, an opportunity for guests to discover their local heritage on the Historic Environment Record, wildlife and "table-top habitat" displays, historic building materials and examples of community projects.

RECOMMENDATION

- 1) That the report be noted.

Derek Higton
Service Director, Youth, Families and Culture

Sally Gill
Group Manager, Planning

For any enquiries about this report please contact:

Derek Higton
Service Director, Youth, Families and Culture
T: 0115 9773498
E: derek.higton@nottscc.gov.uk

Sally Gill
Group Manager, Planning
T: 0115 969 6536
E: sally.gill@nottscc.gov.uk

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**REPORT OF THE GROUP MANAGER, COUNTRY PARKS AND GREEN
ESTATE SERVICES****REVIEW OF THE COUNTY COUNCIL CULTURAL STRATEGY****Purpose of the Report**

1. This report provides a six month review of the implementation of the Cultural Strategy for Nottinghamshire County Council that was agreed by Council at its meeting on 15 December 2011.
2. The Committee is asked to note the report.

Information and advice

3. The Cultural Strategy agreed by Council at its meeting on 15 December 2011 made a clear rationale for the County Council's continuing strong commitment to both providing and supporting an extensive range of cultural services for the people of Nottinghamshire and the many visitors who are attracted to the County.
4. The Strategy set out a direction of travel for the Council's cultural and related services for the next ten years until 2021, though the immediate focus of work was the four year period to 2015, which reflected the Council's current Strategic Plan.
5. The Cultural Strategy provides a high level framework for a number of more detailed, service specific plans which underpin the work of those services that contribute to the delivery of cultural services across Nottinghamshire.
6. The key themes of the Strategy are set out in **Appendix 1**.
7. The Strategy will be used to:
 - Underpin the continuing development of key cultural services such as Libraries, Archives and Information, Country Parks and the Green Estate and Cultural and Enrichment Services
 - Emphasise the County Council's continuing commitment to delivering and supporting strong and effective cultural services in Nottinghamshire
 - Support efforts to attract investment to the cultural sector in Nottinghamshire

- Further develop joint work with key cultural service partners to maximise the range of cultural opportunities available to local people and visitors.
8. **Appendix 2** summarises the work in progress since the Strategy was approved. This work encompasses not only the main providers of cultural services, i.e. Sports, Arts, Libraries, Archives, Country Parks, but also reflects other service areas across the Council whose work has an impact or influence on the wider cultural life of Nottinghamshire.
9. The key cultural achievements can be summarised as:

Libraries:

- 8,791 children signed up for the Summer Reading Challenge, with 4,900 going on to complete – an increase of 7% on the number for 2011
- visitor numbers to Mansfield Central Library are above target and are on course to surpass the 300,000 target for 2012
- the new West Bridgford Library is progressing well and is on schedule to open to the public on 16 March 2013
- the Southwell Poetry Festival in July 2012

Archives:

- has won a Nottinghamshire Heritage Inspiration award for Best Special Project

Country Parks

- the award of a preferred bidder to manage the development of a new visitor centre at Sherwood Forest will be made at Policy Committee on 17 October 2012
- the organisation of a number of major events at Rufford and Sherwood throughout the summer, e.g. Jubilee Weekend; 1940s Weekend
- the Robin Hood Festival, 13 – 19 August 2012, was a great success, with record attendances and income

Cultural Services

- the organisation of the Jubilee celebrations at the National Water Sports Centre in June
- the progression of work to secure a private partner to develop and manage the National Water Sports Centre at the earliest opportunity
- a successful programme of arts events including the Earth and Fire ceramics festival at Rufford Abbey Country Park in June 2012.

Other Options Considered

10. As this is a report for noting, it is not necessary to consider other options.

Reason/s for Recommendation/s

11. The Council's refreshed Strategic Plan for 2010-14 has a specific action to prepare a Cultural Strategy.

Statutory and Policy Implications

12. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

13. The Cultural Strategy will be delivered within the financial capital and revenue resources available to the Council.

RECOMMENDATION/S

- 1) That the review of the Cultural Strategy for Nottinghamshire County Council 2011-2021 be noted.

Patrick Candler

Group Manager, Country Parks and Green Estate Services

For any enquiries about this report please contact:

Patrick Candler

Group Manager, Country Parks and Green Estate Services

T: 0115 9774206

E: patrick.candler@nottsc.gov.uk

Constitutional Comments

14. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (NDR 10/10/12)

15. There are no financial implications arising directly from this report.

Background Papers

A Cultural Strategy for Nottinghamshire – Building on Success (April 2001)

Refreshed County Council Strategic Plan 2010-14
Children, Families and Cultural Services Business Plan 2011-12
Service Specific Cultural Action Plans

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

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APPENDIX 1

The Strategy sets out four key themes for delivery and implementation:

Theme 1: Creating opportunities for everyone to learn new skills, enjoy and participate in culture and have fun

- Our cultural services will work to provide opportunities, both formal and informal, for individuals to extend and challenge themselves, develop their creative thinking, build confidence and learn new skills.
- *At the end of 4 years we will have:*
 - increased the participation and involvement of people in the enjoyment, organisation and development of cultural activities
 - contributed to improved life chances and achievement by our young people, and increased opportunities for older people to share their existing skills and develop new skills
 - sought out opportunities to enhance Nottinghamshire as a tourist and cultural destination.

Theme 2: Improving the social fabric and participation in community life

- Cultural activities can have a direct, positive influence on health and community well-being. Our cultural services will provide opportunities for people, especially those facing barriers, to play an active role in their communities and lead cultural development locally.
- *At the end of 4 years we will have:*
 - increased volunteering opportunities in the cultural sector
 - supported communities to develop new 'big society' opportunities to improve their local area
 - worked with partners to improve communities health & aspirations
 - ensured equality of opportunity and fair access to culture and sport.

Theme 3: Conserving and providing access to our history and heritage and supporting environmental sustainability.

- The historic and natural environment is key to unlocking and celebrating the story of Nottinghamshire. The County Council is the custodian of a wide variety of important cultural assets. A number of these are in need of substantial maintenance and improvement in order that they may continue to operate to meet customer expectations. There are also cultural assets that the County Council may wish to acquire in order to improve and enhance its stock, while at the same time dispose of other sites that are less critical to the

implementation of the Strategy. The Council recognises that our facilities provide tremendous cultural and economic opportunities, so the Council will make best use of them, maintained and enhanced for the understanding, appreciation and enjoyment of communities and visitors.

- *At the end of 4 years we will have:*
 - responded to the needs of Nottinghamshire's natural and historic environment and heritage to ensure it is conserved and managed in a sustainable manner
 - encouraged local communities to value and make best use of our cultural resources, facilities and assets
 - created new opportunities for our communities to actively engage with our cultural assets to preserve them for future generations
 - reviewed our strategic cultural asset acquisitions and disposals.

Theme 4: Supporting the economic prosperity of the County

- Culture is a key economic driver and helps drive inward investment and regeneration by contributing to the fabric of local communities, stimulating local economies through the creation of jobs, encouraging social regeneration and the development of sustainable partnerships between local people, statutory and voluntary agencies and the private sector, and supporting the development of Nottinghamshire as a tourist destination. Cultural activities also provide a significant income source for the County Council.
- *At the end of 4 years we will have:*
 - increased skill levels in the cultural sector
 - improved the sustainability of the cultural sector
 - Increased the commercial opportunities and income of the County Council
 - encouraged more visitors to Nottinghamshire.

APPENDIX 2

NOTTINGHAMSHIRE COUNTY COUNCIL CULTURAL STRATEGY 2011 – 2021: HALF YEARLY REVIEW

SERVICE AREA: LIBRARIES, ARCHIVES AND INFORMATION

KEY ACTIONS 2012/13

CULTURAL THEME	CULTURAL OUTCOME	ACTIONS	PARTNERS	RESOURCES AND COSTS	TIMESCALE FOR COMPLETION	PROGRESS UPDATE
1	<p>Increase participation in cultural activities</p> <p>Enhance Nottinghamshire as a tourist and cultural destination</p> <p>Ensure equality of opportunity and fair access to culture</p>	<p>Investing, developing and remodelling the library network</p> <p>Complete the refurbishment of Mansfield Central Library</p> <p>Open a new West Bridgford Library in spring 2013</p> <p>Progress options for the extension of the life of the Archives office</p>	HLF, TNA, ACE, Local Community NCC services	Capital and project resources		<p>Mansfield Central Library re opened in January 2012 and is projected to surpass its 300,000 visitor target</p> <p>Detailed planning work has begun on the extension of Nottinghamshire Archives with work due to commence during March 2013</p> <p>Minor refurbishment of Calverton Library was completed in September 2012</p>
1	<p>Increase participation in cultural activities</p> <p>Ensure equality of opportunity and fair access to</p>	<p>Locate library services in the best location for the local community and library users</p> <p>Complete relocation of</p>	Children's Centres, Youth Centres, Parish Council and Community Organisations	Capital and project resources		Progress ongoing for Annesley Woodhouse and Balmoral Library co locations

	culture	Annesley Woodhouse, Misterton and Tuxford Libraries Seek further opportunities for co-location of services				
1	Increase participation in cultural activities Ensure equality of opportunity and fair access to culture	Providing resources and access to services in partnership with local communities and customers Provide a comprehensive information service accessed through all channels Signpost and refer customers wanting to access County Council services Be a key face-to-face channel for County Council communications, consultations and campaigns Support customers using hard copy and digital resources Host information and advice services for local agencies	NCC communications Cultural and Information agencies	Principal Librarian Information Services	Ongoing	Marketing campaign launched for ASK Libraries service completed Improved online library catalogue launched and promoted
1	Increase participation in	Continue developing the core library offer to provide	Wide variety of local, regional and	All Library teams	Ongoing	Planned programmes for

	<p>cultural activities</p> <p>Contribution to improved life chances and achievements by our young people</p>	<p>inspiration to read, create knowledge through access to information, learning, and the Nottinghamshire story, enhance community life and stimulate cultural activity</p> <p>Ensure our informal adult learning service fully exploits library venues</p> <p>Ensure the quality of library book stock is maintained, and that the selection is both relevant to the community and includes a wide range and depth of choice across the whole collection</p>	national partners			<p>Workshop and Mansfield ongoing</p> <p>Increasing use of libraries for delivery of adult and family learning provision</p>
	<p>Increase participation in cultural activities</p> <p>Ensure equality of opportunity and fair access to culture</p>	<p>Maximise use of new technology</p> <p>Maintain free access to online resources and the internet via both public computers and WiFi</p> <p>Innovate to achieve improved customer services and efficiencies</p> <p>Integrate online users and content as a core part of service development and delivery</p>	IT suppliers and e content providers	<p>Library Resources Team</p> <p>NCC IT and Communications Teams</p> <p>Online content suppliers</p>	Ongoing	Extension of WiFi to all level 1 libraries and Archives by December 2012

1	<p>Increase participation in cultural activities</p> <p>Contribution to improved life chances and achievements by our young people</p> <p>Ensure equality of opportunity and fair access to culture</p>	<p>Ensure libraries are child and young people safe and friendly</p> <p>Develop the core collections with consultation with children and young people</p> <p>Provide regular activities and events at level 1 libraries, and support the developments at all libraries in line with community demand and available resources</p> <p>Ensure libraries' contribution to literacy is made</p> <p>Exploit national reading initiatives such as Bookstart and the Summer Reading Challenge to encourage reading for pleasure as a key intervention to improve literacy</p> <p>Develop good relationships between local libraries and their catchment schools, facilitating regular visits where possible</p>	<p>Wide variety of partners across local cultural landscape</p> <p>Booktrust; local health providers; self help groups The Reading Agency; Booktrust; schools</p> <p>Children's centres, services and schools</p>	Principal Librarian Children and Community Services	Ongoing	<p>Increased participation in national Summer Reading Challenge 2012 has been achieved</p> <p>Bookstart gifting targets met</p> <p>National Digital Skills project TRA/PA – (funded by ACE) commenced due for completion March 2013</p>
2	Contribution to improved life chances and achievements by	Develop further community library partnerships by building on the development of the	CVS Parish Councils Library Customers and Volunteers	Area Librarians and Principal Librarians	Ongoing	Marketing of new mobile library service undertaken

	<p>our young people</p> <p>Increased volunteering opportunities in the cultural sector</p> <p>Ensure equality of opportunity and fair access to culture</p>	<p>Community Partnership Library (CPL) initiative to ensure the core library offer is enhanced, in order to have maximum impact for each community where the service is delivered</p> <p>Develop and review mobile and community based library services to those who cannot visit a static library site</p>				
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SERVICE AREA: ARCHIVES and LOCAL STUDIES

KEY ACTIONS 2012/13

CULTURAL THEME	CULTURAL OUTCOME	ACTIONS	PARTNERS	RESOURCES AND COSTS	TIMESCALE FOR COMPLETION	PROGRESS UPDATE
1 4	Notts as Tourism and Cultural destination More visitors to Notts	Lead the Nottinghamshire Ancestral and Literary Tourism Partnership co-ordinating a programme of events and participate in the establishment of a Nottinghamshire Heritage Forum	Museums, Libraries and Archives, Experience Notts and tourism providers	£50k for promotion and pump priming	Events programme 2013	Nottinghamshire's People Ancestral Tourism Programme developed for 2013 and HLF grant application made Nottinghamshire Heritage Forum established, guide to Museums and Heritage attractions launched
2	Increase volunteering opportunities	Implement the Archives Volunteering Policy to expand the use of volunteers and establish a Friends of Nottinghamshire Archives	Archive users	Staff time	2012	Increased number of remote volunteers converting archive catalogues at home Friends of Nottinghamshire Archives established, working well and ongoing recruitment of members
3	Preserve our cultural assets	Maximise the use of the Nottinghamshire Archives site to preserve and provide public access to the County's archival heritage	Nottingham City Council HLF Archives Users	£3million	2014	Capital budget allocated. Project progressing
3	Create new	Develop new audiences	Page 26 of 96	Staff time	Ongoing	Events undertaken

	opportunities to engage	through a programme of archives and local studies events				during summer including events to mark the Diamond Jubilee and Olympics Autumn and Winter 2012 Archives events programme published
4	Commercial opportunities	Provide digital access to selected archive and local studies sources to remote audiences and enhance services to visitors to Nottinghamshire Archives	Commercial providers	None	Ongoing	Ongoing discussions held with commercial suppliers

SERVICE AREA: LAI & L: (Library and Community Learning)

KEY ACTIONS 2012/13

CULTURAL THEME	CULTURAL OUTCOME	ACTIONS	PARTNERS	RESOURCES AND COSTS	TIMESCALE FOR COMPLETION	PROGRESS UPDATE
1	To deliver an inviting and broad curriculum offer	To work with delivery partners to develop the curriculum offer to encourage engagement of residents and local communities in learning through cultural, local heritage and the arts	ACLS, Delivery Partners and Stakeholders	SFA Budget	Reviewed on an annual basis	Range of offer to be monitored during the year
2	To engage Nottinghamshire residents in learning activity	ACLS team and Library Services to encourage increased participation in learning activities Engage with local stakeholders, including cultural, voluntary and community groups, to identify development areas	ACLS, Delivery Partners, Stakeholders, Learning Champions	SFA Budget	Reviewed on an annual basis	Target numbers achieved for 2011/12. 2012/13 year commences 1/8/12
3	To improve community cohesion, social inclusion and Equality & Diversity	To ensure that learning activity is offered in venues and locations which aid inclusion To support national celebration days e.g. Black History Month	ACLS, Delivery Partners and Stakeholders	SFA Budget	Reviewed on an annual basis	Approx 300 venues used during 2011/12 including libraries, day centres, schools, children's centres, community centres
5	To deliver a curriculum offer that	To work with delivery partners to develop the	ACLS, Delivery Partners	SFA Budget/ BLF Budget	Reviewed on an annual basis	The team continues to identify those who

	encourages participation by non traditional learners	curriculum offer to encourage engagement in activities that promote physical and mental health and well being through cultural, local heritage and art activity	Stakeholders, Learning Champions			are under-represented in learning e.g. families with disabilities, dads, those confined to their homes
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SERVICE AREA: COUNTRY PARKS AND GREEN ESTATE

KEY ACTIONS 2012/13

Cultural theme	Cultural outcome	Action	Partners	Resources and costs	Timescale for completion	Progress update
1, 4	<p>Sought out opportunities to enhance Nottinghamshire as a tourist and cultural destination</p> <p>Increased the commercial opportunities and income of the County Council</p> <p>Encouraged more visitors to Nottinghamshire</p>	Develop a new visitor centre at Sherwood Forest	Private sector partner	<p>Private sector to be confirmed</p> <p>County Council contributions to be confirmed</p>	June 2014	<p>Two bids received and evaluated</p> <p>Decision on preferred bidder to be made by Policy Committee on 17 October 2012</p>
2	<p>Increased volunteering opportunities in the cultural sector</p> <p>Supported communities to develop new 'big society' opportunities to improve their local area</p> <p>Worked with partners to improve communities' health & aspirations</p>	Establish a new Country Parks and Green Estate volunteering programme	<p>Notts Wildlife Trust</p> <p>Sherwood Forest Trust</p> <p>Parish Councils</p>	<p>Revenue budgets</p> <p>External grant aid</p>	March 2013	Parks volunteering scheme to be linked into broader departmental volunteering programme. New Community Liaison Officer appointed
3	Responded to the needs of Nottinghamshire's natural and historic environment to ensure it is conserved and managed in a sustainable manner	Set up Rufford Development Group to prepare a new masterplan for the Rufford Abbey site leading to a major grant application to improve the range of services on offer	<p>English Heritage</p> <p>Heritage Lottery Fund</p>	External from grant aid	March 2015	<p>Rufford Development Group established</p> <p>Programme of quick wins and longer term schemes identified</p>

			Parish Council			Masterplan scheduled for January 2013
3	Responded to the needs of Nottinghamshire's natural and historic environment to ensure it is conserved and managed in a sustainable manner	Prepare and implement a long term Green Estate Policy and Strategy	Notts Wildlife Trust Sherwood Forest Trust Forestry Commission	10 Year Capital Programme to be prepared	March 2012	Original timetable rescheduled for spring 2013. Scope of strategy has changed
4	Increased the commercial opportunities and income of the County Council Encouraged more visitors to Nottinghamshire	Prepare and implement a broader programme of events and activities on the country parks and green estate sites	Other tourist/visitor operators	Develop new self-financing activities	March 2013	Very successful Robin Hood Festival and 1940s events. However, many summer events hampered by poor weather

SERVICE AREA: ENRICHMENT SERVICES

KEY ACTIONS 2012/13

CULTURAL THEME	CULTURAL OUTCOME	ACTION	PARTNERS	RESOURCES AND COSTS	TIMESCALE	PROGRESS UPDATE
1	Increase participation and involvement in cultural activities Contributed to improved life chances and achievement by our young people	Increase the numbers of children and young people taking part in arts and sports programmes delivered through the County Council's Arts and Sports – Children and Young People team	Range of artists and arts organisations	County Council budget plus external project funding in some areas	2015	All participation targets for Arts and Sports – CYP for academic year 2011-12 exceeded
1	Increase participation and involvement in cultural activities Contributed to improved life chances and achievement by our young people	Lead a successful music education hub which enables all children and young people in Nottinghamshire to access high quality learning opportunities in music which are relevant to their own musical interests and starting points	Other Local Authority service areas plus schools, community music organisations, venues and festivals	Central Government funding	2012	Successful application to ACE to lead Nottinghamshire Music Education Hub and sign-off of business plan with challenging targets for increase in number of children and young people learning to sing and play a musical instrument
1 & 3	Contributed to improved life chances and achievement by our young people Encouraged local communities to value and make best use of our	Increase the opportunities for young people to engage with the outdoor environment through increasing term time occupancy across <u>all</u> outdoor bases to 80% or greater through: - Development of	Schools, youth groups and individuals Page 32 of 96	Outdoor and environmental education centres, staff and equipment Corporate Communications Team time	April 2013	Term time occupancy target of 80% exceeded with occupancy at Hagg Farm at 100% during term time Educational visits to 3 sites now combined into a single offer to schools

	<p>cultural</p> <p>Created new opportunities for our communities to actively engage with our cultural assets and preserve them for future generations</p>	<p>coherent service offer following LA restructure</p> <ul style="list-style-type: none"> - Development of whole service website - Continued maintenance and development of OEE bases and resources 				
4	Increased the commercial opportunities and income of the County Council	Identification of new markets and implementation of appropriate local business plans at Outdoor & Environmental Education bases not currently at required occupancy	Schools, youth groups, communities and individuals	<p>Outdoor and environmental education centres, staff and equipment</p> <p>Corporate Communications Team time</p>	April 2013	Ongoing
2	Ensure equality of opportunity and fair access to culture and sport	Ensure that all existing services and new developments offered by Arts & Sports for Young People and the Outdoor and Environmental Education teams offer equality of opportunity and fair access	Schools, youth groups, communities and individuals	Staff time	April 2013	EY&YP Sub-Committee approved amendment to remission scheme to ensure that children facing financial disadvantage able to access arts activities

SERVICE AREA: CULTURAL SERVICES

KEY ACTIONS 2012/13

CULTURAL THEME	CULTURAL OUTCOME	ACTION	PARTNERS	RESOURCES AND COSTS	TIMESCALE	PROGRESS UPDATE
1	<p>Increased the participation and involvement in the enjoyment, organisation and development of cultural activities</p> <p>Contributed to improved life chances and achievement by our young people.</p> <p>Increased the opportunities for older people to share existing skills and develop new skills</p> <p>Sought out opportunities to enhance Nottinghamshire as a tourist destination</p>	<p>Develop links with national & regional initiatives to provide increased opportunities e.g. National Campaign for Drawing, Sport Maker</p> <p>Identify and engage with new non sports organisations that can support the increase in participation in sport</p> <p>Support the development of arts opportunities for young people and adults with specific needs</p> <p>Develop the Village Ventures rural touring scheme in line with partner requirements and promoter needs to provide increased opportunities for local communities to engage with the arts</p> <p>Work with partners to promote the Sports & Arts in Nottinghamshire</p>	<p>Independent Arts and Sports organisations, individuals, communities & clubs</p> <p>Sport England</p> <p>Sport England Arts Council</p> <p>National Governing Bodies of Sport</p> <p>Corporate Communication Team</p> <p>District & Borough Councils</p> <p>Other NCC departments and services</p>	<p>County Council</p> <p>Budgets plus external funding sources including:</p> <p>Sport England</p> <p>Arts Council</p> <p>National Governing Bodies of Sport</p> <p>Corporate Communication Team</p>	2011 - 2014	<p>Agreed partnership arrangements with local, regional and national music and arts organisations as part of Music Education Hub</p> <p>Arts Service Officer appointed as the regional rep of the National Campaign for Drawing.</p> <p>Increased programme of drawing across the County including the training of over 100 arts & non arts people to run local Big Draw Events and Specialist Big Draw training with LAC staff to ensure wide spread of skills</p>

						<p>Successful Arts Council National Portfolio bid for Rural Touring across the County, securing the future for the next 3 years</p> <p>1,515 young people and 663 adults actively took part in the Royal Jubilee Programme at Rufford Craft Centre making commemorative ware and royal bunting, A further 6,000 people visited the ensuing exhibition</p>
2	<p>Increased volunteering opportunities in the cultural sector</p> <p>Supported communities to develop new 'big society' opportunities to improve their local area</p> <p>Worked with</p>	<p>Work with partners to increase opportunities to volunteer within Sports & Arts including the delivery of the National Sport Maker programme within the County</p> <p>Undertake a needs analysis of rural community venues with respect to supporting the development of new creative opportunities responding to local need</p> <p>Research the development needs of the amateur arts sector</p>	<p>Independent Arts and Sports organisations, individuals, communities & clubs</p> <p>Sport England</p> <p>Arts Council</p> <p>County Sport Partnership</p> <p>District & Borough Councils</p>	<p>County Council</p> <p>Budgets plus external funding sources including:</p> <p>Sport England</p> <p>Arts Council</p> <p>National Governing Bodies of Sport</p> <p>Corporate Communication Team</p>	2012-14	<p>The sports volunteer development programme has now registered over 1,000 sporting volunteers across the County</p> <p>The first Nottinghamshire Young Leaders Sporting Academy was held in the</p>

	<p>partners to improve communities' health and aspirations</p> <p>Ensured equality of opportunity and fair access to culture and sport</p>	<p>Review of current on-line resources for the Arts sector and undertake an analysis of new resources needed</p> <p>Increase participation in sport by the promotion or implementation of national and local schemes benefiting health</p> <p>Support the development of arts & sports opportunities for young people and adults with specific needs</p>	Other NCC departments and services			<p>summer with over 30 young people taking part in two days of intensive masterclasses and volunteer development sessions</p> <p>Research with the amateur arts sector completed. The first training sessions for the sector have been booked and a regular information bulletin has been produced</p> <p>A programme of joint work with Libraries has started to support the needs of the amateur arts sector</p> <p>Specialist programme of support with secure children's home staff has resulted in a successful ACE application for an extended arts programme</p>
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						Audience and Promoter development programme has started with the rural touring network
4	<p>Increased the skill levels of the cultural sector</p> <p>Improved the sustainability of the cultural sector</p> <p>Encouraged more visitors to Nottinghamshire</p>	<p>Develop appropriate training and resources for sports tutors, coaches and volunteers and creative businesses and individuals</p> <p>Additionally ensuring the sports and arts sector is clear and confident in safeguarding practice, procedures and responsibilities</p> <p>Work with partners to develop a sustainable future for the Creative Greenhouse Network and Open Studios Development</p> <p>Work with NGBS to increase the number of training opportunities delivered within Nottinghamshire</p>	<p>Independent Arts and Sports organisations, individuals, communities & clubs</p> <p>Sport England</p> <p>Arts Council England</p> <p>County Sport Partnership</p> <p>District & Borough Councils</p> <p>Other NCC departments and services</p>	<p>County Council Budgets plus external funding sources including:</p> <p>Sport England</p> <p>Arts Council</p> <p>National Governing Bodies of Sport</p> <p>Corporate Communication Team</p>	2012 - 2014	<p>Membership of the Creative Greenhouse network increased to 800.</p> <p>Programme of training sessions and networking events programmed</p> <p>First County-wide Open Studios event took place in May involving over 100 artists</p> <p>Successful Arts Council Bid securing the future of the Creative Greenhouse for 3 years</p>
4	<p>Increased the commercial opportunities and income of the County Council</p>	<p>Develop a more effective and fit for purpose web presence which meets the needs of our customers and provides easy access to arts and sporting opportunities</p> <p>Secure additional external funds to</p>	<p>Independent Arts and Sports organisations, individuals, communities & clubs</p>	<p>County Council Budgets plus external funding sources including:</p> <p>Sport England</p>	2012-14	<p>Music education hub website and social media launched Oct 12</p> <p>Delay in development of</p>

	Encouraged more visitors to Nottinghamshire	<p>support increased Arts & Sports activity within the sector in Nottinghamshire</p> <p>Develop the sporting offer at the National Water Sports Centre by securing a sustainable future</p>	<p>Sport England</p> <p>Arts Council</p> <p>County Sport Partnership</p> <p>District & Borough Councils</p> <p>National Governing Bodies of Sport</p> <p>Private Sector</p>	<p>Arts Council</p> <p>National Governing Bodies of Sport</p> <p>Corporate Private Sector Partners</p> <p>Communication Team</p>		<p>sports and arts web presence</p> <p>Arts Council funding of £250,000 over the next 3 years confirmed for Rural Touring & Creative Greenhouse</p> <p>Sport England funding of £240,000 over the next 3 years confirmed for Coach & Volunteer Development</p>
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SERVICE AREA: YOUNG PEOPLE'S SERVICES

KEY ACTIONS 2012/13

CULTURAL THEME	CULTURAL OUTCOME	ACTION	PARTNERS	RESOURCES AND COSTS	TIMESCALE FOR COMPLETION	PROGRESS UPDATE
1	Increase participation in Cultural activities	Establish and maintain annual music festivals in all the districts	Young People's Service, Libraries, County Youth Arts (Arts Sports)	Staff from all partners, use of premises, Youth Service Budgets	Ongoing.	Music festivals completed in Bassetlaw, Broxtowe, Gedling, Mansfield, Newark & Sherwood, and Rushcliffe
1, 2 & 3	<p>Increase participation in cultural activities and have fun</p> <p>Improve participation in cultural life</p> <p>Supporting environmental sustainability</p>	Increase positive use of Bestwood Country Park by young people through joint provision of activities and work with young people discouraging negative behaviour	Youth Service & Country Parks	Staff from both services, mobile youth work units.	Ongoing.	<p>From September 2 part-time youth workers have been involved in developing provision which will result in an event for young people in quarter 3</p> <p>More regular provision will begin in 2013/14</p> <p>In addition the Young People's Service continues to</p>

						have representation at the Bestwood Development Group
1 & 3	Create opportunities for young people to learn new skills, enjoy and participate in culture and have fun	<p>Groups of young people from the youth service participate in the annual Shadow overnight orienteering exercise in Sherwood Forest</p> <p>Youth Service staff provide activities for young people to participate in</p> <p>Young people to learn new skills such as orienteering and have fun</p>	Youth Service and Outdoor and Environmental Education team	Youth Service staff, mobile youth units, Outdoor and Environmental Education team	October 2012	<p>7 teams from Youth Service entered in the Shadow event on 6 October 2012</p> <p>4 "incidents" run by Youth Service staff at event on 6 October 2012</p>
1	Increase participation in cultural activities, young people learn new skills and have fun	<p>Prepare and encourage young people to take part in annual Showcase performing arts event</p> <p>Young people learn new skills in areas such as dance, drama, music etc.</p>	Youth Service and County Youth Arts team (Cultural and Enrichment Services)	<p>Youth Service staff and premises</p> <p>County Youth Arts resources</p>	February 2013	<p>No action during quarters 1 & 2</p> <p>Showcase takes place in quarter 4 and work towards this event begins in quarter 3</p>

SERVICE AREA: ADULTS AND SOCIAL CARE

KEY ACTIONS 2012/13

Cultural Theme	Cultural Outcome	Action	Partners	Resources and Costs	Timescale for completion	Progress Update
1	Opportunities for older people to share existing skills and develop new skills	Day Services modernisation programme – to develop modern, multi-purpose day service facilities to improve opportunities for people who attend. Many activities are being integrated across client groups, to allow people more choice of activity and wider social networking. Smaller dedicated day services for older people are being transferred into the larger multi-purpose buildings	Property Services, Transport	Staff within ASCH&PP	March 2013	Work completed on Bassetlaw Day Service (Albion Close) which will officially re-open on 8 November 2012. Work nearing completion on Newark and Sherwood Day Service (Newark) and this will officially re-open on 22 November 2012. Work has now commenced at Middle Street (Beeston) and Ashfield Day Service sites
	Contributed to improved life chances and achievement by our young people	To ensure everyone who is eligible has a Personal Budget by 2013 (Personal Budgets are an allocation of funding which allow people to exercise more choice and control over their care, support and social needs)			March 2013	By end of 2011//12, 100% of all eligible service users receiving community based services were in receipt of a PB. Focus now is on PBs for people in residential care
		To increase the number of people with learning disabilities in settled accommodation (moving from residential care)			March 2012	In 2011/12 achieved

		<p>To increase the number of people with a learning disability in paid employment</p> <p>To support young carers through development and implementation of Carers' Personal Budgets</p>	CFCS		Ongoing development	<p>69% for people with a learning disability living in their own home or with a family (68% target) and 9% for people with a learning disability in paid employment (9% target)</p> <p>Between November 2011 and September 2012, 118 young carers have been referred for support and given personal budgets. In 64 of these cases their parents are also receiving regular social care</p>
2	Work with partners to improve communities' health and aspirations	<p>NCC to take on responsibility for public health within Nottinghamshire by 2013 – Public Health staff to be co-located with Council staff</p> <p>Development of Health and Wellbeing Board</p> <p>Development of Joint Strategic Needs Assessment (JSNA) and Health and Wellbeing Strategy to address the needs</p>	<p>Public Health staff</p> <p>Director of CFCS, Director of PH, Elected Members, Clinical Commissioning Consortia, District Councils, NHS Commissioning Board,</p>		<p>Sept 2011 (Co-location of staff)</p> <p>Shadow Board by April 2012 (fully operational by April 2013)</p>	<p>PH staff successfully co-located within NCC. Transition work continuing to meet April 2013 target</p> <p>Considerable progress with establishment of HWB, which has now met 8 times</p> <p>Refreshed JSNA (for older people, adults and vulnerable adults) now published</p>

		identified	HealthWatch		Ongoing	First Health and Wellbeing Strategy now published. Early intervention and prevention services are being reviewed and developed e.g. 'First Contact', older people support services, revised home based services and new befriending services
	Supported communities to develop new 'big society' opportunities to improve their local area	Support of Early Intervention and Prevention services – range of services, provided through a number of statutory and voluntary organisations, to help people over 50 stay safe and independent in their own homes	Wide range of funding partners, including District Councils, Police and Fire and Rescue			The Notts 50+ and Nottsinfo4you websites are updated every six months. The website now works alongside other electronic information systems. All GP surgeries, opticians, dentists, pharmacies, CAB and Customer Service points informed to promote the service
		Through Day Services modernisation programme, facilities to be made available to community, voluntary and external organisations at weekends and in evenings maximising the resource available to the local community	Property Services, Voluntary Sector		March 2013	Detailed proposals are being developed, which will be taken to ASCH Committee on 29.10.12 for approval

		Continued support and development of micro-providers (small enterprises that provide support or care to people in their own community with five or less paid or voluntary staff) to develop a diverse market place for people to have choice in the support they buy (Putting People First programme)	2 year project with Community Catalysts (part of NAAPS)		March 2013	There have been a total of 156 enquiries from new, developing or established micro providers. The co-ordinator has met with approximately 100+ people to give support and guidance. There are currently 578 people using micro-provider services and there are over 40 micro-providers operating across Nottinghamshire. The project has been extended until March 2013
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SERVICE AREA: LOCALISM AND PARTNERSHIPS

KEY ACTIONS 2012/13

CULTURAL THEME	CULTURAL OUTCOME	ACTION	PARTNERS	RESOURCES AND COSTS	TIMESCALE FOR COMPLETION	PROGRESS UPDATE
4	Enhance Nottinghamshire as a tourist destination	<p>Financial contribution to the operating costs of Experience Nottinghamshire, managed through a Service Level Agreement</p> <p>Support Experience Nottinghamshire's marketing campaigns</p> <p>Support development of a Nottinghamshire 'Destination Management Plan'</p> <p>Work with Experience Nottinghamshire to secure capital investment in tourist attractions in the County</p>	Experience Nottinghamshire	<p>£118,000/year</p> <p>Economic Development team manager officer time</p>	<p>Ongoing</p> <p>SLA to be reviewed Q4 2011-12</p>	An increased County Council contribution to Experience Nottinghamshire for the 3 year period 2012/13 – 2014/15 of £218,000 per annum has been agreed. A revised Service Level Agreement with Experience Nottinghamshire is being put in place to focus on tourism
4	Stronger market towns	Promote market towns as a key element of the Nottinghamshire visitor economy	<p>D2N2 LEP</p> <p>Duke of Devonshire</p> <p>District and Town Councils</p>		Work initiated November 2011	New project to review traffic movements and signage in Mansfield town centre has been initiated in conjunction with Mansfield District Council and the Mansfield Business

		<p>Work with Districts and Experience Nottinghamshire to secure capital investment in businesses in market towns</p> <p>Explore scope for linkages to D2N2 LEP work on food and drink</p>			<p>D2N2 tourism action plan in place by April 2012</p>	<p>Improvement District. This will be linked to the opening of the new Mansfield Bus Station in 2013</p> <p>The draft Nottinghamshire Growth Plan has a priority for partners to work together to secure additional capital investment in market towns and rural service centres</p> <p>The Nottinghamshire Broadband Plan will deliver superfast broadband to businesses and residents in Nottinghamshire's market towns and villages from 2013</p> <p>The D2N2 LEP has agreed a £25,000 contribution to strategy work on the visitor</p>
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						economy. Plans for the food and drink sector are focussed on food and drink production
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CULTURAL	CULTURAL	ACTION	PARTNERS	RESOURCES	TIMESCALE	PROGRESS
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THEME	OUTCOME			AND COSTS	FOR COMPLETION	UPDATE
1 & 2	<p>Contribute to improved life chances and achievement by our young people</p> <p>Work with partners to improve communities' health and aspirations</p>	<p>Theatre in Education Approaches</p> <p>Support for Pintsize Theatre Company, via their membership on the Youth Crime Prevention Advisory Group (YCPAG), which enables them to network and promote their work with other key community safety providers and to target activity across the fifteen priority areas</p> <p>Support for the Nottingham Playhouse Roundabout Education in schools programme. Support the Playhouse to pilot the "Worm Collector" Knife Crime and Relationships play with County schools</p>	<p>Pintsize Theatre Company</p> <p>Nottingham Playhouse</p>	<p>Community Safety Officer time</p> <p>Community Safety Officer time</p>	<p>Mar 2012 and ongoing</p> <p>Mar 2012 and ongoing</p>	<p>Pintsize have continued to successfully access funding to continue to deliver to schools across the Partnership Plus Areas and continue to send regular updates to all YCPAG members</p> <p>Nottingham Playhouse continue to promote their work with schools via the YCPAG and have successful hosted several of the YCPAG meetings at the Nottingham Playhouse Theatre venue. They also invited all YCPAG members to attend a special viewing of the play at the Playhouse venue</p>

CULTURAL THEME	CULTURAL OUTCOME	ACTION	PARTNERS	RESOURCES AND COSTS	TIMESCALE FOR COMPLETION	PROGRESS UPDATE
1 & 2	<p>Contribute to improved life chances and achievement by our young people</p> <p>Work with partners to improve communities' health and aspirations</p>	<p>"I Pledge" Project with the National Centre for Citizenship and Law:</p> <p>"I Pledge" Youth Crime Prevention Programme was successfully delivered to 19 targeted primary schools across Nottinghamshire County from January 2011 to July 2011. Approximately 1,000 year 5 & 6 pupils, accompanied by teachers and parents have participated. Alongside the National Centre for Citizenship & the Law and Nottinghamshire County Council, "I Pledge" has been supported by a range of partners including; Experian, Shine Media, Nottinghamshire Police and Nottinghamshire Fire & Rescue Service</p> <p>Based on the successful evaluation of the above programme funding has been made available to sustain the existing programme and to ensure delivery to further a targeted primary schools across the 15 priority areas from Jan 2013 – July 2013</p>	<p>National Centre for Citizenship and Law/Galleries of Justice</p> <p>Experian</p> <p>Shine Media</p> <p>NFRS</p>	<p>25K 2012-2013</p> <p>Community Safety Officer time</p>	<p>Summer 2013 and hopefully ongoing</p>	<p>"I Pledge" has been able to demonstrate and evidence improved outcomes on an annual basis. In a recent Ofsted report for one of the participating schools it stated that "opportunities abound, and combine with strong promotion of pupil's spiritual, social and moral development". Funding has been approved by Community Safety Committee for a programme to run in 2012/13</p>

SERVICE AREA: POLICY, PLANNING AND CORPORATE SERVICES: CONSERVATION

KEY ACTIONS 2012/13

CULTURAL THEME	CULTURAL OUTCOME	ACTION	PARTNERS	RESOURCES AND COSTS	TIMESCALE FOR COMPLETION	PROGRESS UPDATE
1, 4	Heritage led Tourism and Regeneration	Support and advise partnerships in identifying heritage, tourism and regeneration opportunities, projects and potential funding streams	Museums, Libraries, Districts, Experience Notts	Staff time, Historic Environment Record	2012	Supporting the Sherwood Forest Regional Park partnership, linking in with Experience Nottinghamshire and other economic development partners.
2	<p>Increased volunteering opportunities in the cultural sector</p> <p>Supported communities to develop new 'big society' opportunities to improve their local area</p> <p>Worked with partners to improve communities' health & aspirations</p>	Continue to deliver Trent Vale Landscape Partnership HLF scheme; develop new Landscape Partnership and community heritage projects	C&RT, RSPB, Lincs CC, NWT, LIS	Staff time	2012	Trent Vale Landscape Partnership programme now in final year of delivery. Volunteer engagement targets already exceeded. New Landscape Partnership projects under development for Sherwood, Humberhead Levels and a second phase of Trent Vale. A full programme of LIS heritage and conservation projects being developed and delivered with local communities – as reported to Culture Committee on 2 October 2012.
3	Responded to the needs of Nottinghamshire's natural and historic	Maintain the county Heritage At Risk register and action plan for conserving	English Heritage, HLF, NCC LIS, NBPT	LIS budget for 2012/13	Ongoing	Heritage at Risk in Nottinghamshire is subject of a future report to Culture Committee

	environment to ensure it is conserved and managed in a sustainable manner	priority assets at risk				The LIS programme is supporting a range of projects to conserve heritage assets at risk across the County
1, 3	Create new opportunities to engage	Maintain and develop the county Historic Environment Record. Improve public accessibility of and input into the record	English Heritage, TTS,	Staff time	Ongoing	Discussions underway with District & Borough Councils regarding future partnership support for the county Historic Environment Record
3	Responded to the needs of Nottinghamshire's natural and historic environment to ensure it is conserved and managed in a sustainable manner	Ensure that the Biodiversity Duty (NERC Act 2006) is considered during the day-to-day operation of the authority, and during the development and implementation of plans and projects Develop a heritage strategy for NCC owned heritage assets. Complete Rufford Abbey CMP and guide/input into disposal and acquisition decisions for heritage assets	Other service areas within NCC , English Heritage, District and Borough Councils	Staff time	Ongoing	A Local Nature Partnership for Lowland Derbyshire and Nottinghamshire now established and formally recognised by Government. Work underway to complete the Rufford Abbey CMP and development of the Master Plan. Support also provided to the Bestwood Development Group.

**REPORT OF THE GROUP MANAGER, LIBRARIES, ARCHIVES AND
INFORMATION****REVIEW OF THE SOUTHWELL LIBRARY POETRY FESTIVAL 2012****Purpose of the Report**

1. To inform the Committee of the outcomes of the Southwell Library Poetry Festival 2012 and to gain approval for planning to commence for the Poetry Festival in 2013.

Information and Advice**Background**

2. Southwell Library Poetry Festival took place from 5-8 July 2012.
3. The festival aims to provide our customers with high quality poetry, whilst also supporting local writers, celebrating poetry across all ages and providing a creative strand through a poetry competition and workshops.

2012 Festival Evaluation

4. 818 people attended 24 events over the course of the festival. Highlights included Ian McMillan performing 'Talking Myself Home', and afternoon tea with the nation's favourite, Wendy Cope.
5. The festival was promoted by the Library Service and the Communications and Marketing Service through various channels including the County Council website and intranet, Facebook, Twitter, a targeted mail out, Lowdham Book Festival, through Tourist Information, various poetry websites and through brochures left at local cultural venues.
6. The festival worked with local and cultural partners including Folio Magazine, the Olde Mill Pottery in Caythorpe, Southwell Minster, The Southwell Theatre Club and Nottingham's Stanza Group. These community and cultural links are very important in cross-promoting the festival and in rooting the festival in the heart of the local cultural landscape.

Audience Feedback

7. Each event was evaluated through a feedback form which is analysed and used for future programme creation and event organisation. A focus group was used to gather more detailed feedback.

8. Below is a sample of comments made:

"I thought it was really enriching...what it's also done is plug me more into the community"

"Life would be poorer without it"

"Lovely! Well thought out and organised – good to see the library being used for community events"

"Wonderful evening. Laughter in troubled times just the job!"

"Thanks for keeping going during this recession...We so look forward to this festival, thank you for making this 'Summer' bearable".

9. 150 local school children attended a workshop with Ian McMillan. This received excellent feedback, with teachers reporting that the children had since written 'some brilliant poems'. The Library Service worked with individual schools to promote the Library Service and poetry. In addition, a new initiative for the festival took place in the form of a children's poetry competition.

Impact

10. Media coverage of the festival was very positive and included

- two articles in the Mansfield Chad
- two articles in the Nottingham Post
- coverage in the Bramley community newspaper
- an article in the Newark Advertiser and on its website
- two articles in the Southwell Advertiser
- one article in Nottinghamshire today
- an article on 'This is Nottingham' website
- interviews with Wendy Cope and Ian McMillan on Radio Nottingham
- listings on Mansfield 103.2 FM and Radio Nottingham.

11. The festival contributed to the economic development of Southwell, with participants travelling from across the region to come to events. 29% of those who filled in evaluation forms identified Southwell as their home town, with 40% travelling between 2 and 10 miles to attend, and 31% travelling further than 10 miles. This also begins to show the potential impact of the festival upon the local economy: not counting the school children's attendance, if this breakdown is replicated throughout the other attendees, then there were approximately 474 visits to the town from those who live outside it, including approximately 207 from those living further than 10 miles away.

12. Reviewing visitor numbers against STEAM data about the value and impact of tourism in Nottinghamshire¹ indicates that those attending events who came from 10 miles away or more may have spent around £6,200 in Southwell as a result of the festival.

¹ STEAM data from <http://www.experiencenottinghamshire.com/dbimqs/Volume-value-letterhead.pdf> (accessed 11/09/12)

13. It is therefore proposed that the festival takes place again in 2013, and that the Library Service works with the Communications and Marketing Service to investigate further opportunities for funding, partnership and sponsorship opportunities.

Other Options Considered

14. That the festival does not take place.

Reason/s for Recommendation/s

15. To maintain the reputation of the County Council in delivering a high quality cultural event.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

17. Customer satisfaction with the poetry festival is very high, with 97% of respondents to an evaluation survey rating the event attended as very good or good.

Financial Implications

18. The gross cost of the festival was approximately £6,300, with income of approximately £3,500, giving a total net cost of approximately £2,800. This was funded from the Library Service Development budget.

RECOMMENDATION/S

That:

- 1) the outcomes of the Southwell Library Poetry Festival 2012 are noted
- 2) planning commence to undertake a Southwell Library Poetry Festival in July 2013
- 3) funding, partnership and sponsorship opportunities continue to be developed, working with the Communications and Marketing Service.

Peter Gaw
Group Manager, Libraries, Archives and Information

For any enquiries about this report please contact:

Kirsty Blyth
Team Manager, Library Service Development
T: 0115 9829040
E: kirsty.blyth@nottsccl.gov.uk

Constitutional Comments (SLB 20/09/2012)

19. Culture Committee is the appropriate body to consider the content of the report. It is responsible for libraries and archives, strategic development of the arts, cultural activities and the promotion and development of tourism in the County.

Financial Comments (NDR 20/09/12)

20. The financial implications are set out in paragraph 18 of the report.

Background Papers

STEAM data: <http://www.experiencenottinghamshire.com/dbimsgs/Volume-value-letterhead.pdf>

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

C0082

**REPORT OF THE GROUP MANAGER, LIBRARIES, ARCHIVES AND
INFORMATION SERVICES****NOTTINGHAMSHIRE ARCHIVES AND RECORDS MANAGEMENT
DEVELOPMENT PLAN****Purpose of the Report**

1. To seek approval for the adoption of a new Development Plan for the Archives and Records Management Service for Nottinghamshire County Council (see **Appendix**).

Information and Advice

2. The County Council has statutory responsibilities under the Local Government (Records) Act 1962 and the Local Government Act 1972 to make proper provision for records. It is also recognised as a place of deposit for public records under the Public Records Acts 1958 and 1967 and as the Diocesan Record Office for the Diocese of Southwell and Nottingham under the Parochial Registers and Records Measure 1978, as amended 1992.
3. A new Development Plan is required to:
 - a. Re-state the County Council's continuing commitment to maintaining and developing a strong Archives Service
 - b. Align the future development of the Archives and Records Management Service to the strategic priorities of the County Council and the Children, Families and Cultural Services Department
 - c. Ensure the Council fulfils its statutory duties
 - d. Detail the contribution of the Archives Service to the delivery of the County Council's new Cultural Strategy
 - e. Act as a strategic framework for the delivery of an excellent and modernised Archives and Records Management Service.
 - f. Highlight how capital funding in the service will be maximised
4. The Development Plan places archives provision within the context of the County Council's strategic plan 2010 – 2014 and the new Cultural Strategy for Nottinghamshire.
5. The Development Plan provides a Statement of Purpose for the service:

'We will acquire, preserve and provide public access to the archives of Nottinghamshire and Nottingham and protect and optimise the data value of Nottinghamshire County Council records, and so secure the corporate memory.'

Nottinghamshire Archives will provide high quality archive services for Nottinghamshire and Nottingham

- We will acquire written, digital and visual archives relating to Nottinghamshire and Nottingham covering the past ten centuries
- We will provide secure and environmentally-controlled storage facilities, meeting international standards, for the preservation of historical archives
- We will provide facilities for the physical conservation of archives
- We will catalogue and index archives to international standards to facilitate public access
- We will provide a search room for the public to undertake research into archives for a variety of administrative, learning and recreational purposes
- We will provide an online and telephone enquiry service
- We will deliver learning and outreach services to promote the use of archives through exhibitions, talks, publications and similar activities
- We will provide a publicly available online catalogue and digitised resources.

The Records Management Service will provide a quality assured corporate records management service for Nottinghamshire County Council

- We will provide secure storage facilities for semi-current records
- We will maintain a remotely accessible database
- We will supply a retrieval and delivery service to all County Council departments
- We will undertake review and retention processes
- We will provide facilities for destroying records or transferring them to Archives
- We will deliver records management training and provide advice.'

6. The Plan also shows how the Archives and Records Management Service is responding to the new strategic direction of The National Archives.
7. The Development Plan outlines the priorities for the service over the next ten years and the outcomes it aims to deliver for the people of Nottinghamshire and archive users who come from around the world:

Nottinghamshire Archives

- i. To future proof the service through a capital project to extend the Nottinghamshire Archives building to provide specialist storage to continue the acquisition and preservation of the archives of the County and City.
 - Provision of archive storage meeting international standards including storage of digital archives and photographs to provide for acquisitions for at least another 20 years.
- ii. To upgrade facilities to improve public access to archives as part of the capital project.
 - Public searchroom and learning facilities refreshed
 - IT infrastructure upgraded to provide access to digital archives.

- iii. To provide a balanced and continuing record of all aspects of the life of local communities, prioritising the acquisition of records at risk or in areas under-represented in the service's holdings.
 - Implementation of Acquisitions Strategy to raise awareness of Nottinghamshire Archives with owners of archives, meet our statutory responsibilities, rescue and preserve archives at risk and ensure that the contemporary community is documented.
- iv. To ensure that processes, procedures and infrastructure are in place to preserve and provide access to born digital and digitised archives.
 - Implementation of Digital Preservation and Access Plan to ensure that digital archives are preserved and as accessible as traditional archives.
- v. To reduce the backlog of uncatalogued archive collections and make all catalogues available on-line.
 - All collections publicly accessible.
- vi. To reduce the backlog of archives too fragile to be used by the public.
 - All archives available for use through the provision of preservation and conservation
 - Implementation of National Preservation Office survey action plan.
- vii. To provide digital access to selected classes of records and an innovative web presence.
 - Implementation of Digitisation Strategy to improve, extend and enhance access to archives
 - Establishment of commercial digitisation partnerships to digitise the major family history sources
 - Implementation of Website Improvement Plan to provide information on Nottinghamshire Archives and enhance the enjoyment of archives.
- viii. To provide a customer focussed and responsive service to both personal and remote users.
 - Engage with Nottinghamshire Archives User Group
 - Maintain ratings in the Survey of Visitors to British Archives and other surveys
 - Achieve the Customer Service Excellence award.
- ix. To develop new audiences for archives by widening the user base whilst not forgetting core users.
 - Implementation of the Audience Development Plan to remove barriers and extend access to groups under-represented amongst our users such as young people,

- Maintain visitor numbers
 - Provide an exciting and varied programme of events and learning activities
 - Develop supportive community partnerships
 - Work closely with the Library Service to promote and provide access to archives through the library network and local studies service
 - Lead the Nottinghamshire Ancestral Tourism Partnership to encourage more visitors to the County to discover their ancestral roots
 - Participate in the Nottinghamshire Heritage Forum of museums, archives and heritage attractions.
- x. To provide added value services by the use of volunteers.
- Implementation of the Volunteer Policy including recruiting remote volunteers, searchroom buddies and outreach volunteers
 - Establish a Friends of Nottinghamshire Archives.
- xi. To achieve the new Archive Service Accreditation Standard.
- xii. To continue to work in partnership, review agreements and operating models to provide the best archive service for Nottinghamshire.

Records Management Service (RMS)

- xiii. To embed RMS as sole provider of records management services across the County Council securing take up by all teams.
- Provide a professional and versatile service utilised by all teams
 - Review funding policy to make RMS free at the point of use.
- xiv. To reduce the County Council's exposure to cost and risk by ensuring compliance with information legislation.
- Agreement and implementation of corporate retention schedules to ensure the authority meets its statutory responsibilities.
- xv. To provide an efficient and adaptable storage and retrieval solution which optimises the data value of corporate records.
- Work with the Ways of Working project and other groups to ensure the cost effective use of office accommodation
 - Provide access to records when and where required
 - Extend existing next day and emergency retrieval services by implementing a 'scan as you go' solution for file retrieval.
- xvi. To work with the corporate Information Manager on effective information management across the authority.

- Establish information retrieval requests via the corporate Electronic Document Records Management System (EDRMS)
- Implement digital preservation processes within EDRMS to ensure the seamless transfer of digital records to Nottinghamshire Archives to preserve the corporate memory.

8. The appendices to the Development Plan outline:

- Archive actions which contribute to the delivery of the Cultural Strategy
- Standards followed by the Archives and Records Management Service
- Legislation which provides the statutory framework for the Service
- Principal partners of the Archives Service.

Other Options Considered

9. None.

Reason/s for Recommendation/s

10. The Development Plan will enable the County Council to fulfil its statutory duties and demonstrate its continuing strong commitment to the Archives and Records Management Service.

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

12. The commitment within the Plan to continue to provide the same level of access to the service presents no negative implications for archive users and has followed consultation with the Nottinghamshire Archives User Group.

Financial Implications

13. The delivery of the Plan is based on current revenue budgets and allocated capital investment.

RECOMMENDATION/S

1) That the Nottinghamshire Archives and Records Management Development Plan be approved.

Peter Gaw
Group Manager, Libraries, Archives and Information

For any enquiries about this report please contact:

Mark Dorrington
Team Manager Archives and Local Studies
T: 0115 950 4524
E: mark.dorrington@nottsc.gov.uk

Constitutional Comments (NAB 20/09/12)

14. Culture Committee has authority to approve the recommendation set out in this report.

Financial Comments (NDR 20/09/12)

15. The financial implications are considered in paragraph 13 of the report.

Background Papers

Strategic Plan 2010 – 2014 Nottinghamshire County Council, July 2011.

A Cultural Strategy for Nottinghamshire County Council, December 2011

Archives for the 21st Century in action: refreshed, The National Archives, 2012

<http://www.nationalarchives.gov.uk/documents/archives/archives21centuryrefreshed-final.pdf>

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

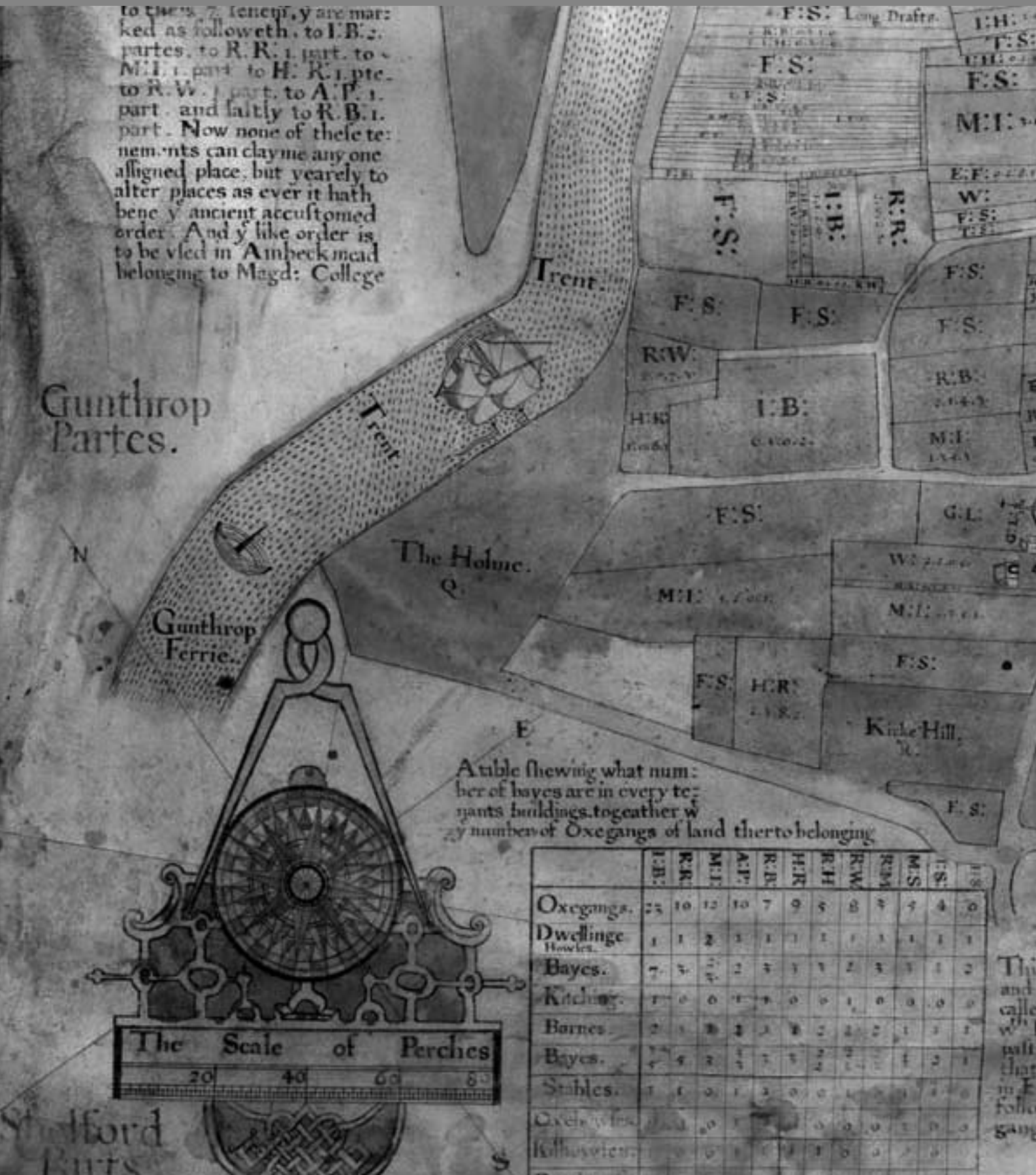
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Nottinghamshire County Council

Development Plan

Nottinghamshire Archives and Records Management Service for the 21st Century



Contents



Nottinghamshire Archives.

1. Foreword	3
2. Background	4
3. Services	6
4. What our users say	8
5. Archives for the 21st Century in action	10
6. Service priorities and outcomes	14
7. How we measure success	18

Appendices

1. Cultural Strategy, Archives Actions	19
2. Standards	20
3. Legislation	21
4. Principal Partners	22

Front cover: map of East Bridgford, 1614.
Back cover: Hutchinson and Botiler pedigree, 1712.

Did you know we hold the will of George Africanus (1834), a freed slave from Sierra Leone who became a successful businessman in Nottingham?

1. Foreword

Nottinghamshire County Council already provides an award winning archive service but we want it to be even better.

This plan outlines the priorities for the service over the next ten years and the outcomes we aim to deliver for the people of Nottinghamshire and archive users who come from around the world. The plan also shows how we are responding to the strategic direction of The National Archives.

Nottinghamshire Archives provides a highly valued and well respected service for the County Council. It preserves and makes accessible the documentary heritage of the County and the corporate memory of the County Council. Through this it provides educational resources for young people; records and information to solve modern practical problems; volunteer opportunities for all ages; an extensive programme of events, and encourages visitors to come to Nottinghamshire from across the UK and overseas.

Substantial capital funding from the County Council to extend the Archives building will provide archive storage meeting international standards to future proof the service for the next two decades. It will also transform the visitor experience and enable us to preserve and provide access to digital records. This plan will build on this by ensuring that archives are acquired, catalogued, conserved and made accessible to the public world wide. We will endeavour to widen our user base and extend the services we can provide to remote users through digital delivery. The Records Management Service is an integral part of the Archive service and will deliver a corporate service across the authority.

This plan demonstrates our commitment to provide an innovative, forward thinking and customer focused archive service for Nottinghamshire and I commend it to you.



Councillor John Cottee

Councillor John Cottee

Chairman of the Culture Committee

Did you know that we preserve over 13,000 records in digital format?

2. Background

Nottinghamshire Archives contributes to the overall aims and ambitions of the County Council as outlined in its Strategic Plan 2010 - 2014

A Cultural Strategy for Nottinghamshire County Council 2011-2021

The Cultural Strategy has identified four key themes with associated outcomes for the delivery of the Council's vision.

Theme 1: Creating opportunities for everyone to learn new skills, enjoy and participate in culture and have fun

Theme 2: Improving the social fabric and participation in community life

Theme 3: Conserving and providing access to our history and heritage and supporting environmental sustainability

Theme 4: Supporting the economic prosperity of the county

Nottinghamshire Archives contributes significantly to these themes and has identified five top actions to deliver the outcomes which are given in Appendix 1 and also form part of the Service Priorities and Outcomes.



John Speed's map of Nottinghamshire, 1610.

Nottinghamshire Libraries, Archives and Information Vision

Nottinghamshire's Libraries, Archives and Information Service aims to be at the heart of Nottinghamshire communities and community life.

To achieve this, we will

1. **Inspire** the enjoyment of books, reading and archives
2. **Create** knowledge through access to learning, information, local heritage and archives
3. **Stimulate** and encourage cultural activities and research
4. **Offer** excellent and inclusive customer service for all every time.

Did you know that the Mundella School, Nottingham sent a subscription to Captain Scott towards the purchase of a dog to take on his expedition to the South Pole in 1910?

Case Study: My Life!
Young People's Diary
Competition 2010

This competition aimed to engage children with the Archives and Library service, to encourage them to value their own lives and place in their local communities and provide an outlet for their creative energies.

The competition asked children, aged 7-16 years to write, blog or record a film based on a day in their lives over a 2 month period. Some children recorded special events, like their birthdays, about days out to places like Rufford Abbey while others made films about the loss of their green fields and a rap competition. All the competition entries were deposited in Nottinghamshire Archives where they now form a unique collection about the lives of young people and make an invaluable contribution to the heritage of the County and City.

The project won the Nottinghamshire Heritage Award, 2010 for Work with Children and Young People.

RALEIGH



"THE BRITISH MASTERPIECE."

THE ALL-STEEL BICYCLE

Raleigh Cycle Company Dreadnought poster, 1902-1910.

Did you know that we hold the Raleigh Cycle archives including catalogues and posters of every type of bicycle from early 'safety cycles' to the BMX, Chopper and Mountain Bikes sold or manufactured by Raleigh right across the world?

3. Services

Statement of Purpose

We will acquire, preserve and provide public access to the archives of Nottinghamshire and Nottingham and protect and optimise the data value of Nottinghamshire County Council records, and so secure the corporate memory.



Search Room users.

Nottinghamshire Archives will provide high quality archive services for Nottinghamshire and Nottingham.

- We will acquire written, digital and visual archives relating to Nottinghamshire and Nottingham covering the past ten centuries
- We will provide secure and environmentally-controlled storage facilities, meeting international standards, for the preservation of historical archives
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- We will catalogue and index archives to international standards to facilitate public access
- We will provide a search room for the public to undertake research into archives for a variety of administrative, learning and recreational purposes
- We will provide an online and telephone enquiry service
- We will deliver learning and

outreach services to promote the use of archives through exhibitions, talks, publications and similar activities

- We will provide a publicly available online catalogue and digitised resources.

The Records Management Service will provide a quality assured corporate records management service for Nottinghamshire County Council.

- We will provide secure storage facilities for semi-current records
- We will maintain a remotely accessible database
- We will supply a retrieval and delivery service to all County Council departments
- We will undertake review and retention processes
- We will provide facilities for destroying records or transferring them to Archives
- We will deliver records management training and provide advice.

Did you know that on 26 Jan 1963 the Magdala Debating Society, Nottingham debated the motion "This Society does not like the look of the 1960s"?



Did you know that we receive an average of 200 new acquisitions of archives each year?

Case Study: External funding

Nottinghamshire Archives has a successful track record of obtaining external funding to enhance the services it provides.

These include purchase grants from the Museums Libraries and Archives Council/Victoria and Albert Museum Purchase Grant and the Friends of the National Libraries to purchase at auction the archives of the architect Thomas Cecil Howitt; eighteenth century

architectural drawings of Rufford Abbey and a 1371 Nottingham Guild Roll which also had to be saved from export to the USA.

Grants to improve public access to collections have included a grant from the National Cataloguing Grants programme for Archives to catalogue the archives of Southwell Minster; a grant from The National Archives to revise the Manorial

Documents Register for Nottinghamshire and most recently a grant from the Wellcome Trust to catalogue the Rampton Hospital archives.

Other recent grants have been received from the Museums Libraries and Archives Council, Renaissance East Midlands and Nottinghamshire Local History Association for innovative learning and digital projects.

4. What our users say



Archive volunteers.



Search Room user.



Manorial Study Day.

Archives users

"I'd just like to say how I thoroughly enjoyed my 3 day visit to the Archives this week which was largely due to your helpfulness and friendliness especially as some of the documents I asked to see aren't usually available to the general public. I'm very glad to see that the Archives is a bustling and well-frequented place, and I hope it continues to be..."

"We have travelled from Essex today after receiving helpful email suggestions to find what we are looking for. The staff have been extremely helpful and have a polite and friendly manner. We were also very impressed with the system and its efficiency. Being from out of the area and only able to visit Saturday we are limited on time and all the comments we have made have helped us greatly in our search."

"I have been very impressed with the quality and quantity of resources available here. The centre is very well equipped and very pleasant to study in – All this is in comparison to other county archives I have carried out research in."

Survey of Visitors to British Archives

"Excellent service. It is essential that we have access to our past, and the Nottinghamshire Archives do an excellent job of providing it. Having used the service as

a degree level student, and for family research, I have never found the service lacking."

"The quality and design of the building make it very 'user friendly' – the space available is utilised in a sensible and considered fashion to give easy access to the fiche readers and other equipment. The records available for public access are always kept neat, tidy and in order by the search room staff which is not always the case in other archives. The staff themselves are both knowledgeable and helpful and always maintain a relaxed and friendly atmosphere which makes every visit an enjoyable one."

"Fantastic facility and I enjoy using the archives."

"In the many years I have been using these archives I have found them to be in the top five of the most helpful and friendly I have visited. Parking is off the road and access is user friendly for the disabled. Nothing is too much trouble for the staff and their range and depth of knowledge is very much above average".

Did you know we provide visits for local history groups, schools, university students and other local organisations and an extensive programme of public events?

Family history group: first time visitors

"I didn't know such a wealth of knowledge was available."

"I have been pursuing this hobby for years and this visit has certainly given me fresh inspiration to look at areas I hadn't considered."

Archives Young Persons Diary competition

The winners' evaluations were all very positive, with the children feeling it was "something new and exciting", "it was fun" "it was good to be part of something" and "really interesting...I learned a lot."

Youth Heritage conference participant

"I loved the workshops! I thought they were brilliant, interesting and extremely fun to do! The conservation workshop was really fun and interesting and helped me experience something totally new. The archaeology workshop was really interesting too and I loved holding the artefacts. Everybody was friendly and gave me a lot of careers advice!"

Archive volunteers

"My volunteering experience is an important asset in a process of looking for a job."

"I feel I am contributing to a worthwhile project and improving my IT skills at the same time. It also gives a sense

of achievement and 'giving back' now I am retired."

Records Management customers

"Very helpful, go out of your way."

"Faster than a McDonald's drive-thru."

"I would like to thank you for your kind help and assistance in the past ...Last but by no means least would you please pass on my sincere thanks to ..., who is an absolute star, and has worked tirelessly to keep up with the endless demands for file requests from Legal..... he is always extremely helpful, even when trying to find a needle in a haystack. He is an asset to your team."

Did you know there are 109,796 entries on the Archives online catalogue, NAWCAT - and growing!



Conservation staff at work.

Case Study: Archives Conservation

In 2008 the Archives Conservation team carried out the National Preservation Office's Preservation Assessment Survey. A sample was made from the Archives and each document chosen assessed for its condition and storage, the information being added to a database. The latter was sent to the NPO who extrapolated from the sample a condition report on all the holdings. This revealed that 5% of the holdings were in need of

conservation, while 13% were in need of repackaging. Work is now underway to address this.

In 2006 work began on the conservation and preservation of the tithe awards; these are large scale maps with accompanying schedules detailing owners and occupiers of land, dating from the 1840s. A total of 156 maps and schedules have now been treated and made more easily available to the public.

5. Archives for the 21st Century in action: refreshed



Royal Charter of Henry II.

A strategic vision for the Archives sector was published in 2009 by The National Archives and the Museums, Libraries and Archives Council followed by an Action Plan in 2010. The National Archives took on national strategic responsibility for archives in 2012 and has now refreshed the action plan. Nottinghamshire Archives is responding to this as detailed below.

(i) Built to last

‘Develop bigger and better services in partnership-working towards increased sustainability within the sector’

- The current Archives building was opened in 1993 and is nearing capacity. A capital project to extend Nottinghamshire Archives will make the service sustainable for the future, meet national standards and statutory responsibilities, provide a better user experience and customer satisfaction and so “transform the reputation, profile outlook and delivery of the archives” (Archives for the 21st century in action, p4).
- Nottinghamshire County Council collaborates across boundaries through an agreement to provide archive services for Nottingham City Council.

- The Nottinghamshire Archives Acquisitions Policy includes agreements with museums, libraries and other archive repositories on respective collecting areas to avoid duplication.
- Nottinghamshire Archives is a member of the East Midlands Regional Archives Council and develops collaborative projects with other services across the region.
- Nottinghamshire Archives was rated as a 4 star service under The National Archives assessment of local authority archive services and will apply for the archives accreditation scheme when it becomes available.
- Nottinghamshire Archives User Group’s membership includes key stakeholders and regularly receives reports on the work of the service

- A Friends organisation was inaugurated in 2012.

(ii) Effective, skilled workforce

‘Strengthened leadership and a responsible workforce’

- Nottinghamshire Archives has a Learning and Development Policy which encourages staff development.
- A member of staff has recently completed the Archives and Records Association Certificate in Archive Conservation to improve the skills shortage in this area.
- Nottinghamshire Archives is a partner in the Heritage Lottery Fund Skills for the Future programme being run by The National Archives ‘Opening Up Archives’. There will be three 12 month placements to develop

skills in Digital Preservation and Online engagement. Recruitment for these placements will be aimed particularly at individuals with IT skills who might not previously have considered employment in the Archives sector. This will help to broaden skills and create a more diverse workforce to run 21st century archives.

- Nottinghamshire Archives currently uses volunteers for cataloguing and preservation work and to assist with outreach events. The Archives also provides school and university work experience placements. A policy has been developed to further extend the use of volunteers to provide added value services.
- Archives staff have participated in Museums, Libraries and Archives Leadership programmes.

(iii) Digital by design

‘Co-ordinated response to the growing challenge of managing digital information so that it is accessible now and remains discoverable in the future’

- The Archives service manages the corporate Records Management Service so providing the necessary close connection between records management and archives. It ensures that the authority meets its statutory obligations

and manages its paper records appropriately and is working with the Information Manager to ensure that digital records are similarly managed.

- Plans for an extension to Nottinghamshire Archives include provision for specialist storage and access to digital media.
- Nottinghamshire Archives has developed a Digital Preservation and Access Policy and is currently implementing the action plan. This includes a survey of digital assets and staff training. Guidance will also be developed for owners of archives to ensure that digital records are collected and preserved. This work will be progressed through the Skills for the Future placements.

(iv) More accessible online

‘Comprehensive online access for archive discovery through catalogues and to digitised archive content by citizens at a time and place that suits them’

- Performance indicators are in place to record the increasing number of virtual as well as personal users of archives.
- Improvements to the IT infrastructure to provide access to digital archives are included in the plans for an Archives extension.



Records Centre.



User at Online Catalogue.

Did you know that since 2004, the Archive Conservation team have cleaned 380,301 items?



Mattersey School, 1858.



Southwell White Book, 14th century.



Dame Laura Knight's diary, 1946.

- Nottinghamshire Archives catalogues to international standards and has already launched an online catalogue: NAWCAT. Applications for the required funding to retro-convert 40 years of paper catalogues have so far been unsuccessful but progress will be made through the recruitment of remote volunteers.
- The Skills for the Future programme will enhance the skill levels of staff.
- Nottinghamshire Archives has developed a Digitisation Strategy to digitise selected classes and themes of archives and mount virtual exhibitions on the Archives web pages. Discussions have also been initiated with some of the national commercial suppliers to digitise major family history sources.
- Nottinghamshire Archives is participating in The National Archives led digitisation consortium to digitise school admission registers and log books.
- Nottinghamshire Archives has received grants from the National Cataloguing Grants Scheme to catalogue the archives of Southwell Minster; from The National Archives to revise and digitise the Manorial Documents Register for Nottinghamshire and from the Wellcome Trust to catalogue the Rampton Hospital archives and will

continue to apply for grants to reduce the cataloguing backlog.

(v) Real outcomes through partnership

'Active participation in cultural and learning partnerships promoting a sense of identity and place within the community'.

- Nottinghamshire Archives has developed a Learning and Outreach Policy and an Audience Development Plan which targets groups which are under-represented amongst archive users. In 2010 it won the Renaissance East Midlands Nottinghamshire Heritage award for work with Children and Young People. A grant was also received to establish a Youth Panel to endeavour to remove some of the barriers to young people using archives.
- Other strategic commissioning grants and regional partnership projects have developed archive learning resources.
- Nottinghamshire Archives organised a Youth Heritage Conference in 2012.

Did you know that we hold an account of the Nuremberg War trials written by Dame Laura Knight, the official war artist at the trials?



Rufford Abbey, 18th century.

- Nottinghamshire Archives leads the Nottinghamshire Ancestral Tourism Partnership to encourage and enhance the visitor experience for individuals tracing their roots in the county.
- Nottinghamshire Archives has participated in the re-establishment of the Victoria County History in the county which encourages active community participation in research.
- Nottinghamshire Archives received a grant from Renaissance East Midlands for a MUBU project to develop the use of social networking media for the interpretation of archives and a grant through the Digital Ambassadors network to pilot and promote a Nottinghamshire Places website on Facebook. The Gertrude Savile Twitter Diary won the Nottinghamshire Heritage Inspiration Award in 2012 for Best Special Project.
- Nottinghamshire Archives provides advice and assistance to many community heritage projects and is a partner in the Our Nottinghamshire community history website.
- Nottinghamshire Archives is involved in the County and City wide First World War centenary commemoration 'From Trent to Trenches'.
- Nottinghamshire Archives is part of a service grouping including public libraries and informal adult learning. This allows improved promotion, access and exploitation of the Archives service across the whole of Nottinghamshire.

Did you know we hold a large collection of letters concerning the election of WE Gladstone as MP for Newark?

Case Study: Gertrude Savile Twitter Diary

Gertrude Savile, the first and original melancholy Georgian spinster to serialise her diary on Twitter, has been sharing her thoughts, family arguments and inappropriate servant management techniques with hundreds of dedicated followers. A little sharing of her words from broadcasters and historians has seen Gertrude's thoughts delivered to over 500,000 people across the planet, ensuring that the small world of a 1720s family from Rufford Abbey has become an award-winning sensation.

The project won the Nottinghamshire Heritage Award, 2012 Inspiration Award for Best Special Project.

6. Service priorities and outcomes



Archive strong room.



Diary Competition winners.



Caribs cricket team, 1960s.

Did you know that we hold records of West Indian immigration in the 1950s including the appointment of Eric Irons as Britain's first black magistrate?

The following are the service priorities and key outcomes for the next 10 years

(* indicates an Action supporting the Cultural Strategy)

Nottinghamshire Archives

1. To future proof the service through a capital project to extend the Nottinghamshire Archives building to provide specialist storage to continue the acquisition and preservation of the archives of the County and City
 - Provision of archive storage meeting international standards including storage of digital archives and photographs to provide for acquisitions for at least another 20 years*
2. To upgrade facilities to improve public access to archives as part of the capital project
 - Public searchroom and learning facilities refurbished
 - IT infrastructure upgraded to provide access to digital archives
3. To provide a balanced and continuing record of all aspects of the life of local communities prioritising the acquisition of records at risk or in areas under-represented in the service's holdings
4. To ensure that processes, procedures and infrastructure are in place to preserve and provide access to born digital and digitised archives
 - Implementation of Acquisitions Strategy to raise awareness of Nottinghamshire Archives with owners of archives, meet our statutory responsibilities, rescue and preserve archives at risk and ensure that the contemporary community is documented
 - Implementation of Digital Preservation and Access Plan to ensure that digital archives are preserved and as accessible as traditional archives
5. To reduce the backlog of uncatalogued archive collections and make all catalogues available online
 - All collections publicly accessible
6. To reduce the backlog of archives too fragile to be used by the public
 - All archives available for use through the provision of preservation and conservation

- Implementation of National Preservation Office survey action plan
7. To provide digital access to selected classes of records and an innovative web presence
 - Implementation of Digitisation Strategy to improve, extend and enhance access to archives*
 - Establishment of commercial digitisation partnerships to digitise the major family history sources*
 - Implementation of Web site Improvement Plan to provide information on Nottinghamshire Archives and enhance the enjoyment of archives
 8. To provide a customer focussed and responsive service to both personal and remote users
 - Engage with Nottinghamshire Archives User Group
 - Maintain ratings in the Survey of Visitors to British Archives and other surveys
 - Achieve the Customer Service Excellence award
 9. To develop new audiences for archives by widening the user base whilst not forgetting core users
 - Implementation of the Audience Development Plan to remove barriers and extend access
- to groups under-represented amongst our users such as young people, ethnic minorities, people with disabilities and those living at a distance from Nottingham
- Maintain visitor numbers
 - Provide an exciting and varied programme of events and learning activities*
 - Develop supportive community partnerships
 - Work closely with the Library service to promote and provide access to archives through the library network and local studies service
 - Lead the Nottinghamshire Ancestral Tourism partnership to encourage more visitors to the county to discover their ancestral roots*
 - Participate in the Nottinghamshire Heritage Forum of museums, archives and heritage attractions*
10. To provide added value services by the use of volunteers
 - Implementation of the Volunteer Policy including recruiting remote volunteers, searchroom buddies and outreach volunteers*
 - Establish a Friends of Nottinghamshire Archives*

11. To achieve the new Archive Service Accreditation Standard
12. To continue to work in partnership, review agreements and operating models to provide the best archive service for Nottinghamshire



Tom Blower poster, 1948.

Did you know that we hold the papers of the long distance swimmer Tom Blower who swam the English Channel three times?



Records Centre exterior.

Case Study: Ways of Working

The Records Management Service has supported the authority's improvement programme by providing secure storage and management for paper files displaced by team moves. This enables comparatively expensive office space to be utilised by more flexible working practices, whilst paper files are managed efficiently offsite at a reduced cost. We provide next-day retrieval, retention management and confidential destruction services.

Records Management Service (RMS)

RMS ensures that those County Council records which are not in daily use are managed securely for a time period appropriate to relevant legal and business requirements. Once this period has passed the RMS ensures that records of historical value are permanently preserved and transferred to Nottinghamshire Archives as part of the corporate memory.

13. To embed RMS as sole provider of records management services across the County Council securing take up by all teams
 - Provide a professional and versatile service utilised by all teams
 - Review funding policy to make RMS free at the point of use
14. To reduce the County Council's exposure to cost and risk by ensuring compliance with information legislation
 - Agreement and implementation of corporate retention schedules to ensure the authority meets its statutory responsibilities
15. To provide an efficient and adaptable storage and retrieval solution which optimises the data value of corporate records

- Work with the Ways of Working project and other groups to ensure the cost effective use of office accommodation
 - Provide access to records when and where required
 - Extend existing next day and emergency retrieval services by implementing a 'scan as you go' solution for file retrieval
16. To work with the corporate Information Manager on effective information management across the authority
 - Establish information retrieval requests via the corporate Electronic Document Records Management System (EDRMS)
 - Implement digital preservation processes within EDRMS to ensure the seamless transfer of digital records to Nottinghamshire Archives to preserve the corporate memory

Did you know that the Records Management Service manages over 26,000 boxes of the authority's paper files?



Records Centre interior.

7. How we measure success



Nottinghamshire Heritage Awards 2012.



Alan Ball Award for Local History 2011.

Did you know our oldest document is dated c 1155?

Archives

Nottinghamshire County Council Performance Indicators

- Number of personal visits to Nottinghamshire Archives – we will maintain visitor levels against the national trend – currently 8,000 visits per year
- Number of virtual visits to Archives web resources – we will increase the range of virtual resources and surpass 400,000 visits each year
- Number of Archives events and attendances - we will increase the number of events and exhibitions each year, attracting increased attendances by 5% each year
- Customer survey

Public Service Quality Group, Survey of Visitors to British Archives every 18 months

In addition a survey of remote users of archive services took place in 2012.

- Customer Charter – we will meet or surpass agreed standards

These standards for response to postal and email enquiries, document production, delivery of reprographic orders and the processing of new accessions are approved and monitored by the Archive User Group

Records Management

Nottinghamshire County Council Performance Indicators - we will respond to the level of customer demand

- Number of file requests received from customers
- Number of boxes received from customers
- Customer survey

A customer survey will be introduced in 2012/13

- Customer standards

Service Level Agreements are drawn up for all services

Awards

The National Archives self- assessment of local authority archive services, 2010

- Awarded top rating of 4 stars

Nottinghamshire Heritage Awards, 2010

- Work with Children and Young People: Young Persons Diary competition

Alan Ball Local History Award, 2011

- *'These Uncertain Tymes' Newark and the Civilian Experience of the Civil Wars 1640-1660* by Stuart B Jennings

Nottinghamshire Heritage Awards, 2012

- Inspiration award for Best Special Project: Gertrude Savile Twitter Diary
- Judges' Special Acknowledgement of Outstanding Achievement

Appendix 1

A Cultural Strategy for Nottinghamshire County Council 2011-2021

Nottinghamshire Archives contributes significantly to the themes of the Cultural Strategy and has identified five top actions to deliver the outcomes.



Gertrude Savile's diary, 1727-1731.

Action 1: Lead the Nottinghamshire Ancestral and Literary Tourism Partnership co-ordinating a programme of events and participate in the establishment of a Nottinghamshire Heritage Forum

- Theme 1
Outcome: sought opportunities to enhance Nottinghamshire as a tourist and cultural destination
- Theme 4
Outcome: encouraged more visitors to Nottinghamshire

Action 2: Implement the Archives Volunteering Policy to expand the use of volunteers and establish a Friends of Nottinghamshire Archives

- Theme 2
Outcome: increased volunteering opportunities in the cultural sector

Action 3: Maximise the use of the Nottinghamshire Archives site to preserve and provide public access to the county's archival heritage

Action 4: Develop new audiences through a programme of archives and local studies events

- Theme 3
Outcome: created new opportunities for our communities to actively engage with our cultural assets to preserve them for future generations

Action 5: Provide digital access to selected archive and local studies sources to remote audiences and enhance services to visitors to Nottinghamshire Archives

- Theme 4
Outcome: increased the commercial opportunities and income of the County Council

Case Study: Opening up Archives

Designed to attract the non-traditional candidate, the Opening up Archives programme has provided an alternative platform to launching a career in heritage. Nottinghamshire Archives has hosted two trainees, with a third to follow in 2012-2013. Focusing on digital preservation and online community engagement, we have provided specialised training and benefited from the trainee's pre-existing skills. The trainees have contributed to a number of projects, including the Gertrude Savile Twitter Diary and the Youth Heritage Conference. The programme is funded by the Heritage Lottery Fund and led by The National Archives.

Did you know we hold 5 miles of archives?

Appendix 2

Standards



Mansfield parish register, 1594.

Case Study:

Nottinghamshire Archives User Group

Made up of archive staff, representatives of stakeholder groups and members directly elected by archive readers NAUG meets twice a year. It acts as a consultative forum to discuss developments and concerns relating to Nottinghamshire Archives; to discuss future directions of the service; to help raise its public profile and to provide support for it with other bodies when necessary.

CIPFA statistics

Chartered Institute of Public Finance and Accountancy issues annual Archive Service Statistics which enables benchmarking against other local authority archives.

Accreditation

The National Archives will introduce an Archive Service Accreditation Standard in 2013. This will replace the self-assessment of local authority archive services.

Archive standards

- British Standards Institute, Guide for the storage and exhibition of archival materials (PD 5454:2012)
- British Standards Institute, Specification for managing environmental conditions for cultural collections (PAS198:2012)
- The National Archives, Standard for Record Repositories, 2004 lays down standards on constitution and finance, staff, acquisition, and access.
- The National Archives Self-assessment of local authority archive services benchmarks Governance and Resources; Documentation

of Collections; Access and the Users Experience; Preservation and Conservation; and Buildings Storage and Environment

- Public Service Quality Group, Standard for Access to Archives.
- Museums, Libraries and Archives Council, Benchmarks in Collections Care

Cataloguing standards

- General International Standard Archival Description (ISAD (G))
- National Council on Archives: Rules for the Construction of Personal, Place and Corporate names
- International Standard Archival Authority Record for Corporate bodies, Persons and Families (ISAAR (CPF))

Records Management systems

- Wisdom has been accredited by the UK National Archives since 1999, and the company is working towards certification under MoReq2 (European standard for management of electronic records).

Did you know we hold parish registers from 1538 for all of Nottinghamshire?

Appendix 3

Legislation



Nottingham High School charter, 1512.

Local Government (Records) Act, 1962, the Local Government Act, 1972 and the Nottinghamshire (City of Nottingham) Structural Change Order, 1996.

Formal recognition of Nottinghamshire County Council and Nottingham City Council as Archive Authorities, together with agreement for Nottinghamshire Archives to serve both authorities under a Joint Agreement.

Public Records Acts, 1958 and 1967.

Formal recognition by the Lord Chancellor (through The National Archives) of Nottinghamshire Archives as a

suitable repository for housing local Public Records.

Parochial Registers and Records Measure, 1978, as amended by the Church of England (Miscellaneous Provisions) Measure, 1992.

Formal appointment of Nottinghamshire Archives as Southwell & Nottingham Diocesan Record Office.

Freedom of Information Act 2000

Lord Chancellor's Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000 (revised 2009).

Data Protection Act 1998

Environmental Information Regulations 2004

Relevant Safeguarding legislation

Did you know you can explore your family, local and house history at Nottinghamshire Archives?

Appendix 4

Principal Partners

Diocese of Nottingham and Southwell

Nottinghamshire Archives acts as the diocesan record office

East Midlands Regional Archives Council

Nottinghamshire Archives is a member and develops collaborative projects with other services across the region

Friends of Nottinghamshire Archives An independent support and fundraising group

Nottingham City Council

Nottinghamshire Archives provides archive services to the City through a partnership agreement

Nottinghamshire Ancestral Tourism Partnership Along with other archives, museums, libraries, family history

societies, tourism providers and agencies Nottinghamshire Archives is a member of the partnership and provides the current Chair

Nottinghamshire Family History Society Provision of transcripts and indexes

Nottinghamshire Heritage Forum Along with other archives, museum and heritage attractions Nottinghamshire Archives is a member of the forum and provides the current Vice-Chair

Nottinghamshire Local History Association (NLHA) NLHA has sponsored recent youth activities run by Nottinghamshire Archives

The National Archives (TNA)

Nottinghamshire Archives is appointed by TNA as a local place of deposit for public records

Thoroton Society

Nottinghamshire Archives acts as a stockist of Thoroton publications and sponsors the annual Nottinghamshire History lecture

University of Nottingham Manuscripts and Special Collections

Close collaboration on acquisitions and exhibitions

Did you know you can find out about your old car using our vehicle licensing records?

Case Study: Make History Happen! Youth Heritage Conference, 18th July 2012

Make History Happen! was the county's first ever youth heritage conference. Organised by Nottinghamshire Archives it was held at Lakeside Arts and supported by the University of Nottingham and Nottinghamshire Local History Association. It aimed to engage young people between 16 and 21 years and heritage professionals who are actively working with young people. The Conference represented

another forward-development by the Archives service in its long-term goal to reach new and under-represented audiences.

The Conference offered an opportunity to liaise with a wide variety of partners and attracted 50 attendees who participated in workshops that ranged from archaeology to conservation, museums, photography and quill pen writing. There were also talks on 'When Did Youth Happen?',

'A Load of Old Rubbish!' and the 'Life & Loves of Billy Richards, a Nottingham teenager'. The surprise arrival of the 1948 London Olympic torch at lunchtime added to the excitement of the day!

There was a great 'buzz' about the day and the involvement of a community group from Leicester, a Nottingham school, young work experience individuals and youth volunteers created a unique conference experience.



Conservation staff demonstrating at Youth Heritage Conference.

Did you know our web site features a range of virtual exhibitions including Nottinghamshire's African-Caribbean heritage, Apprenticeship and Southwell Minster?

THE GENEALOGY
and descent of the Right Honorable and truly Noble Family of the Botlers anciently Barons of Wen-
ton and Oswestry in the time of Ed^d. the 3d and Ed^d. the 4th a younger branch of which Family was Baron
of Bidley and High-treasurer of England, and Treasurer of Normandy and Knight of the Garter in the time
of Henry the 6th whereby will also appear their noble matches with the Heirs of several Hon^{ble} Families
anciently Barons of this Kingdom whose Feuds of Arms are quartered by them at this day. All which hath been
collected & extracted out of Summons of Parliament Evidence, Records and other Authentick Records
of this Kingdom viz. Hen^y. the 3d. Thomas the 4th. Richard King of Armes and by him faithfully and truly deduced down to the
son of the Right Hon^{ble} Sir John Botler. An and Baronet Lord Botler of Bransfield in the County of Hertford.
Printed by J. Sturges at the Gunpowder Tavern in Pall Mall London
And Sold by W. Bland at the Royal Exchange
LONDON *In the Year 1736.*

as far as it relates to the man
Hutchinson, hath been said
Royal letters & Dispatches to
Henry Border, father of the
of Corthorn in the County of
in the said County of he being
great grandson of the said Henry B

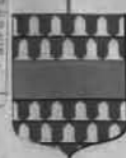
MARMION.



Marmion



Domini



Marnier

If you require this information in an alternative language, large font, braille, audio tape or text only version, please call 0300 500 80 80.



T 0115 950 4524
E archives@nottsc.gov.uk
W nottinghamshire.gov.uk/archives



REPORT OF THE GROUP MANAGER PLANNING**PROJECT – “ENHANCING AND RECONNECTING GRIZZLED SKIPPER
HABITAT ACROSS SOUTH NOTTINGHAMSHIRE”****Purpose of the Report**

1. To provide an update on an externally-funded project benefiting a species of butterfly called the Grizzled Skipper, being delivered through the County Council's Conservation Team in 2011/12 and 2012/13.

Information and Advice

2. Under the Natural Environment and Rural Communities Act 2006, local authorities have a duty to conserve and enhance biodiversity. Section 40(1) of Act states that *‘every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.’* Section 40(3) clarifies the duty by stating that *‘conserving biodiversity includes, in relation to a living organism or type of habitat, restoring or enhancing a population or habitat.’*
3. As part of its work to meet this duty, Nottinghamshire County Council, in partnership with the Nottinghamshire Biodiversity Action Group (Notts BAG) and Butterfly Conservation (East Midlands branch), applied for funding in 2011 from the SITA Trust, an organisation which distributes funding through the Landfill Communities Fund (LCF). The LCF allows Landfill Operators to 'offset' a percentage of the landfill tax that they must pay to the Government on every ton of waste that they dispose of in a landfill site by giving a proportion of it to organisations who deliver environmental objectives, instead of paying it as tax to Government.
4. The County Council was successful in its bid and secured £66,000. The purpose of the funding is to deliver a project entitled “Enhancing and Reconnecting Grizzled Skipper Habitat Across South Nottinghamshire”, with an additional £10,000 of match funding awarded by the County Council's Local Improvement Scheme, and small contributions made by Rushcliffe Borough Council and Butterfly Conservation.
5. The Grizzled Skipper is a species of butterfly which occurs in areas of flowery grassland containing plants upon which its larvae feeds (principally creeping cinquefoil, wild strawberry and agrimony). It is identified as a national conservation priority (due to its listing on the UK Biodiversity Action Plan), having undergone a significant reduction in both its national distribution and population size. In Nottinghamshire, it now occurs only in small parts of Rushcliffe and southern Newark and Sherwood (and this area forms the northern edge of the

species' natural range in England), where it is largely restricted to disused railway lines and other adjacent sites such as former gypsum quarries, in four discrete areas;

- Newark to Kilvington disused railway (Sustrans Route) and adjacent sites
 - Railway lines (active and disused) west and south-east of Bingham
 - Disused railway line at Langar and Barnstone and adjacent sites
 - Active railway line at East Leake and a nearby site
6. The first three areas form part of a larger network of sites, which was previously much more extensive and better connected. The fourth area, around East Leake, is extremely isolated and very vulnerable, without actual or potential linkages to any other populations. Most of the sites from which the species is now recorded are subject to little, if any, management, and are particularly prone to scrub encroachment. Without active management, there is a high probability that Grizzled Skippers would be lost from a number of the sites where they currently occur, and there is a risk of the species becoming extinct in the county altogether.
7. The project is being delivered by Nottinghamshire's Biodiversity Officer (working for the Nottinghamshire Biodiversity Action Group and hosted by Nottinghamshire County Council), in partnership with the East Midland's branch of Butterfly Conservation, and aims to undertake works to benefit the Grizzled Skipper on approximately 18 sites, which are in a mixture of private and public ownership (most with some level of public access).
8. There are two main elements to the project; the first is to maintain and enhance areas of existing habitat used by (or with the potential to be used by) Grizzled Skipper, and to create patches of new habitat within sites. The second is to increase the connectivity between sites (by creating favourable habitat for the butterfly to move through), to encourage the interchange of individuals between sites, and to allow the colonisation of new sites.
9. Specifically, the project involves:
- Clearance of encroaching scrub to maintain flowery grassland areas used by, or with the potential to be used by, Grizzled Skippers. This will include opening up sunny 'rides' along densely vegetated sections of disused railway line.
 - Creation of new habitat through the formation of scrapes in areas of enriched grassland and ruderal vegetation and the creation of low banks of railway ballast, both of which will encourage growth of the larval foodplants.
 - Transplantation of larval foodplant (principally creeping cinquefoil) from areas where it grows profusely into new habitat areas.
 - Co-ordination of surveys to encourage better monitoring of Grizzled Skipper populations at sites in the project area.
 - Co-ordination of volunteers to undertake additional habitat management works and other site enhancements.
 - Delivering training courses, to raise awareness of the species amongst local people and to encourage the recording of Grizzled Skippers.
10. Since the start of 2012, work has been completed at seven sites. This has been undertaken by contractors, and consisted mainly of removing scrub that is invading the open habitat favoured by Grizzled Skippers. Early indications are that this was successful, with Grizzled Skippers being recorded in a number of areas of restored habitat.

11. In order to co-ordinate surveying of site, an informal recording group was set up via email, which was very successful, generating a total of 94 individual Grizzled Skipper records at 22 sites (including several new ones). Some very notable counts were made in what seems to be an exceptional year for this species, and the data will be invaluable when targeting future work and assessing the success of the project.
12. Two training days were also run, aimed at local people. These consisted of an indoor session run by Butterfly Conservation, providing background information about the Grizzled Skipper (their ecology, conservation and identification), and an afternoon field trip. Unfortunately, the weather was unsuitable on both occasions and no Grizzled Skippers were seen, but the courses were a success nevertheless as records were forthcoming from a number of people who attended.
13. Work (to be delivered over the autumn/winter period of 2012-13) will take place at a further 11 or so sites, again focussing on scrub clearance, and this is currently in the process of being organised. A major element of this will be take place on the disused railway line between Cotham and Kilvington, which will see several isolated colonies re-linked, and new areas of habitat created.
14. In addition, three volunteer work parties are planned for the winter period, to carry out additional enhancements at some of the sites (e.g. burning excess brash and cutting down additional areas of scrub).

Other Options Considered

15. Not applicable.

Reason/s for Recommendation/s

16. The County Council has a duty to conserve and enhance biodiversity. By successfully attracting external funding and through partnership working with conservation organisations, landowners and local people, the County Council is fulfilling its duty to conserve a national conservation priority species.

Statutory and Policy Implications

17. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) To note progress in the delivery of an externally-funded project benefiting the county's wildlife and helping the County Council to meet its duty to conserve biodiversity. A final report will be provided upon completion of the project.

Sally Gill
Group Manager Planning

For any enquiries about this report please contact: Nick Crouch, Senior Practitioner Nature Conservation (0115 969 6520)

Constitutional Comments

18. This report is for noting only by the Culture Committee and no legal issues arise at present. (NAB 5.10.12).

Financial Comments (DJK 04.10.12)

19. The contents of this report are duly noted; there are no financial implications.

Background Papers

None

Electoral Division(s) and Member(s) Affected

Balderton	Councillor Keith Walker
Farndon and Muskham	Councillor Sue Saddington
Bingham	Councillor Martin Suthers
Cotgrave	Councillor Richard Butler
Soar Valley	Councillor Lynn Sykes

**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2012/13.

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The **attached** work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.

Other Options Considered

4. None.

Reason for Recommendations

5. To assist the committee in preparing its work programme.

Statutory and Policy Implications

6. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

That the Committee's work programme be noted, and consideration be given to any changes which the Committee wishes to make.

Jayne Francis-Ward
Corporate Director, Policy, Planning and Corporate Services

For any enquiries about this report please contact:

Martin Gately
Democratic Services Officer
T: 0115 9772826

Constitutional Comments (HD)

7. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (PS)

8. There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

CULTURE COMMITTEE - WORK PROGRAMME

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>
27 November 2012		
Service update	Including update on Seasonal Canine Illness	Derek Higton
Work Programme		Derek Higton
Performance reporting (1 April to 30 September 2012)	Quarterly performance monitoring report for Key Performance Indicators	Derek Higton/Sally Gill
Update on Sherwood Forest Visitor Centre		Patrick Candler
Contribution to Strategic Stone Study		Sally Gill
Response to the consultation on the Law Commission review of wildlife legislation		Sally Gill
Archives Acquisitions Policy	Revision to policy	Peter Gaw
Shining Stars/Rising Stars Programme		Steve Bradley
Robin Hood Festival update		Patrick Candler
2012 visitor satisfaction survey in Country Parks		Patrick Candler
Summer Reading Challenge 2012		Peter Gaw
Sports and Arts Development Plan	Seeking approval for the Plan	Steve Bradley
Bestwood Management Agreement		Patrick Candler
8 January 2013		
Service update		Derek Higton
Work Programme		Derek Higton
Archives and Central Library Partnership Agreement		Peter Gaw
Community Archaeology	To provide an update on Community Archaeology projects	Sally Gill
5 February 2013		
Service update		Derek Higton
Work Programme		Derek Higton
Performance Monitoring report	Quarterly performance monitoring report for Key Performance Indicators	Derek Higton/Sally Gill
Update on Sherwood Forest Visitor Centre		Patrick Candler
Fees & Charges – Libraries, Archives & Information	Annual determination	Peter Gaw
Fees & Charges – Country Parks & Green Estate	Annual determination	Patrick Candler
Fees & Charges – Sports & Arts	Annual determination	Steve Bradley
Events programme for Country Parks 2013/14		Patrick Candler
Events programme for Libraries, Archives & Information	Page 93 of 96	Peter Gaw

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>
Events programme for Sports & Arts		Steve Bradley
Partnership funding to Creswell Crags Heritage Trust 2013/14	Annual determination	Patrick Candler
Committee budget		Derek Higton
5 March 2013		
Service update		Derek Higton
Work Programme		Derek Higton
Revisions to library opening hours		Peter Gaw
Adult & Community Learning Service Priorities	Annual report to set priorities	Peter Gaw
Trent Vale Landscape Partnership	To report on the achievements of the Heritage Lottery funded Trent Vale Landscape Partnership project	Sally Gill
26 March 2013		
Service update		Derek Higton
Work Programme		Derek Higton
Update on Sherwood Forest Visitor Centre		Patrick Candler
Biodiversity Offsetting Pilot Project	To provide Members with a Year 1 report on progress with the national Biodiversity Offsetting pilot project	Sally Gill
April 2013 date tbc		
Service update		Derek Higton
Work Programme		Derek Higton
Cultural Strategy	Six monthly monitoring report	Patrick Candler
Libraries Strategy	Six monthly monitoring report	Peter Gaw
May 2013 date tbc		
Service update		Derek Higton
Work Programme		Derek Higton
Performance Monitoring report	Quarterly performance monitoring report for Key Performance Indicators	Derek Higton/Sally Gill
Update on Sherwood Forest Visitor Centre		Patrick Candler
Outside bodies report	Comprising reports on: Arts Partnership Nottingham/ Creswell Heritage Trust/ Experience Nottinghamshire/ Greenwood Community Forest Partnership/ Nottingham Playhouse Board/ Nottingham Playhouse Trust/ Sherwood Forest Trust/ Sherwood Forest Regional Park Board	Derek Higton

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>
To be placed		
Budget monitoring	Quarterly reports	Derek Higton
Updates on Sherwood Forest Visitor Centre		Patrick Candler
Idle Valley Management Board	Report from officer group	Sally Gill
Green Estate Management Plan	Seeking approval for the Plan	Patrick Candler
Heritage Plan		Sally Gill
Libraries Digital Skills Project		Peter Gaw
Historic Environment Record	To provide Members with information on the County's Historic Environment Record and seek endorsement for future working relationships with other Local Planning Authorities	Sally Gill

