

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE

NOTTINGHAMSHIRE ARCHIVES CAPITAL PROJECT PROGRESS UPDATE

Purpose of the Report

1. To update Members on the planned capital programme to extend and improve the Nottinghamshire Archives Office.

Information and Advice

2. The Development Plan for Nottinghamshire's Archives was approved by Culture Committee in October 2012 alongside the publication of the National Archives (TNA) Archives for the 21st Century in action: refreshed strategy in 2012.
3. The plan identified the need to ensure the current archives storage capacity was both renewed to meet specialist building standards and provide for another additional space for the coming years.
4. Following a rigorous options appraisal, capital programme resources were allocated to ensure the future of the service was secured on its current site.
5. The planned building works include the provision of an extension to the archive storage room across two floors, and the extension of the public access area on a single floor to include a ground floor public meeting area.
6. The customer offer will be upgraded to provide a modern environment to access records with improved rest facilities.
7. There will be an addition of a first storey plant room extension to facilitate the required new temperature and humidity control equipment, the internal re-ordering of the room layout to generate controlled storage rooms for photographic and computer media data storage along with enhanced fire detection, fire suppression and security systems.
8. A scheme was designed to meet the requirements of the new PD5454 British Standard for Archives and has gained necessary planning permission.
9. The National Archives (TNA) has also endorsed the scheme in its role as the accreditation body and national lead for archives.
10. In order for works to be completed the service will be closed for public access between October 2014 and January 2015.

11. Measures have been put in place to ensure the Freedom of Information duties of the service can still be undertaken within permitted timescales during the public closure period.
12. Temporary storage for archives displaced by the work meeting the required standards has been provided by Derbyshire County Council's records office in Matlock.
13. An official re-opening will be undertaken following completion of the works in late spring 2015.

Other Options Considered

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

Reason/s for Recommendation/s

15. The report is for noting only.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, 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. The Nottinghamshire Archives User Group, Archives volunteers, customers and Friends of Nottinghamshire Archives have been consulted during the development of the scheme and are updated on a regular basis in relation to changes and disruptions to service provision.

RECOMMENDATION/S

- 1) That the update on the planned capital programme to extend and improve the Nottinghamshire Archives Office be noted.

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Constitutional Comments

18. As this report is for noting only, no constitutional comments are required.

Financial Comments (KLA 05/06/14)

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

Background Papers and Published Documents

Nottinghamshire Archives and Records Management Development Plan – report to Culture Committee on 2 October 2012

Archives for the 21st Century in action: refreshed 2012-15, 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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