



CABINET

Date of Meeting	Wednesday, 24 th April 2024
Report Subject	North East Wales Archive Project
Cabinet Member	Cabinet Member for Education, Welsh Language, Culture and Leisure
Report Author	Chief Officer (Education and Youth)
Type of Report	Strategic

EXECUTIVE SUMMARY

The archive services of Flintshire and Denbighshire Councils have been working collaboratively over the last few years under a Memorandum of Understanding, to share skills and resources to create a more sustainable and improved archive service for the region. This resulted in the launch of a single shared service, North East Wales Archives (NEWA), in April 2020, working over 2 current sites – The Old Rectory in Hawarden and Ruthin Gaol.

In October 2023, Cabinet approved a joint bid with Denbighshire County Council (DCC) to the National Lottery Heritage Fund, seeking a grant of £7,371,397 towards the construction of a new archive centre in Mold, to house the joint service and the delivery of an engagement programme. FCC and DCC also agreed match funding contributions of £3,078,537 and £2,052,358 respectively.

The move to a single building enables NEWA to combine and better utilise its resources, protects the archive collections of the region and enables the delivery of an exciting activity plan that will introduce archives to a wider and more diverse audience, making a really positive contribution to the learning and wellbeing of our residents.

RECOMMENDATIONS	
1	To apprise Cabinet that NEWA has been successful in its grant application to the NLHF.
2	To seek Cabinet's authorisation to accept the NLHF grant offer on behalf of NEWA.
3	To ask Cabinet to authorise delegated authority to the Chief Executive Officer (CEO) and Lead Member - Planning, Public Health and Public Protection, to enable FCC to enter into a Collaboration Agreement that covers the construction of the new facility, and operation of NEWA, and a Heads of Terms for the Lease of the new archive centre in Mold.

REPORT DETAILS

1.00	EXPLAINING THE NORTH EAST WALES ARCHIVE PROJECT
1.01	Both Councils have legislative duties to collect, preserve and make accessible documents of historical importance. Flintshire (FCC) and Denbighshire (DCC) Councils are facing several challenges in that regard relative to the existing archive buildings, which are not suitable for purpose, lack storage capacity and are costly to operate. NEWA also has a very narrow user base, meaning their rich collections that offer so much potential for supporting education, well-being and community engagement are underutilised. The service also lacks the capacity to reach out and engage with wider more diverse audiences; This needs to be expanded and widened to ensure the service's long-term future, and to maximise the benefits from the extensive archive materials held.
1.02	The Archive Services of both Councils have been working collaboratively over the last few years, to share skills and resources to create a more sustainable and improved archive service for the region. This resulted in the launch of a single shared service – NEWA, in April 2020, initially over 2 sites – The Old Rectory in Hawarden & Ruthin Gaol. A Memorandum of Understanding is in place and the project is overseen by a Project Board comprising of two senior Council Managers from FCC and DCC, two Cabinet members, one from each Council, the NEWA Service Manager and is supported by a part time Project Manager. The Project Board meets regularly and has clearly defined terms of reference.
1.03	The joint service submitted a grant application to the NLHF during November 2023, to fund both the construction of a new purpose-built archive centre adjacent to Theatr Clwyd in Mold and an associated activity plan. This provides a repository to safeguard the collections of both authorities for generations to come, as well as enabling the staff to co-locate

	and benefit from the wider skills within the amalgamated team and have capacity to provide an outreach provision within both counties.
1.04	The bid requested £7.371.397 from the NLHF with match funding agreed by both local authorities – FCC £3,078.537 and DCC £2,052,358. Match contributions were approved by both Cabinets.
1.05	On the 28 th March 2024, the NLHF informed us that the grant application had been successful. The NLHF have agreed to provide a development phase grant that covers RIBA 1-3 initially. NLHF then review the development phase submission prior to release of the Delivery stage grant RIBA 5-7.
1.06	Work is underway to develop a Collaboration Agreement and a Heads of Terms for the Lease, to govern the joint arrangements between FCC & DCC, both for the delivery of the project, and the operation of the joint service. These agreements, which are being progressed by a multi-disciplinary team of officers from both authorities are due to be completed later this month and will replace the Memorandum of Understanding.
1.07	Project activity is due to commence in mid-May, and a delegated decision will enable the contractual discussions with NLHF to take place in sufficient time, to commence the project on time and avoid any additional costs due to delay at the outset.

2.00	RESOURCE IMPLICATIONS
2.01	The project is estimated to cost in total - £12.892.293 The grant from the National Lottery Heritage Fund will total - £7.371.397 FCC's agreed contribution – £3.078.537 DCC's agreed contribution – £2.052.358 Welsh Government Culture and Leisure (to be applied for) - £300k FCC and DCC funding based on a ratio of 60:40 (population split).
2.02	The provision of a joint archive facility would enable FCC to generate a capital receipt from the disposal of the Hawarden site (should this be decided).
2.03	Impact on other services Technical support for the project from various departments across the Council will continue to be required, including Legal, Financial, HR, ICT, Design & Construction, Procurement and Building Maintenance.
2.04	Impact on Biodiversity and the environment include: i. The design will incorporate garden areas which will be used to “rewild” the landscape creating biodiversity rich spaces. The plans for the gardens will also complement the drainage and attenuation

	<p>strategy for the site, creating channels that hold water and thus provide a more diverse plant and animal habitat.</p> <p>ii. Opportunities to incorporate features for biodiversity into the new building will also be maximised. For example, in built bat and bird boxes that will complement the landscaping and provide homes for species already on site.</p> <p>iii. It is estimated this project will generate a significant carbon saving of that will contribute towards FCC's commitment to reducing its carbon emissions, and the move to becoming a carbon neutral Council in line with Welsh Government's ambition for a carbon neutral public sector by 2030.</p> <p>iv. This project supports the Council's "Green Council" priority by reducing carbon emissions, via its Net zero Carbon/Passivhaus design, and increase the amount of energy generated by renewables, via installation of solar PV on the roof and consideration of inclusion of a small ground source heat pump to provide space heating and cooling requirements.</p>
2.05	<p>Anti-Poverty impact include:</p> <p>i. Consideration will be given to providing supportive rates on any fees and charges activity undertaken by the Joint Archive Service.</p>
2.06	<p>Equalities impact include:</p> <p>ii. The new building will be fully DDA compliant and accessible for all users which the current sites are not.</p> <p>iii. The new building will be purposely designed as an archive facility and therefore designed with health and safety of staff and customers in mind.</p> <p>iv. The Joint Archive Service delivery model is that of a hub and spoke. The hub being the new building in Mold and the spokes being permanent and temporary outreach activity across the two counties.</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	<p>Formal reports have been presented to the following groups:</p> <p>i. Informal Cabinet (November 2018, October 2019, September 2021,)</p> <p>ii. Capital and Assets Programme Board (July 2019)</p> <p>iii. Special COT (September 2019)</p> <p>iv. COT Business (October 2019, January 2022 & November 2022)</p> <p>v. Education and Youth Operational Scrutiny Committee (November 2019)</p> <p>vi. Cabinet (November 2019, January 2024)</p>
3.02	<p>Specific engagement meetings have been had with the following internal stakeholders within Flintshire:</p> <ul style="list-style-type: none"> • Political: Lead Members and ward Members • Operational: CEO, Chief Officers Team, Flintshire Record Office (archive service), Legal Services, Financial Services, Biodiversity Officer,

	Conservation Officer, Trees Officer, Building Design & Cost consultancy Team Leader, Carbon Officer, Health and Safety Officer, and Strategic Assets.
3.03	Externally the following have been engaged with: <ul style="list-style-type: none"> • Denbighshire County Council • Wrexham County Borough Council • Theatr Clwyd • The National Archive (TNA) • Wales Assembly Government – Culture and Leisure Department • The National Lottery Heritage Fund (NLHF) • Glyndwr University • HMP Berwyn • Various charities and other providers
3.04	Consultation and engagement with our key funder NLHF, archive users and traditionally non-users and activity plan delivery partners will be ongoing. So far the public have been engaged as follows: <ul style="list-style-type: none"> • Stand and questionnaire at the Flint and Denbigh Show (August 2019) • Public Briefing and online questionnaire launched via social media (September 2019) • Consultation with service users about proposed changes. Majority of responses received were in favour of proposals.
3.05	Consultation with elected members, especially Cabinet and Hawarden ward members, which will be ongoing.
3.06	Consultation with local stakeholders and key partners will also be undertaken e.g. local history groups, Gladstone Library, Aura Libraries and Leisure etc.

4.00	IMPACT ASSESSMENT AND RISK MANAGEMENT						
4.01	The Project will be managed via a Risk Register.						
4.02	Under the five delivery principles of the Well-being of Future Generations Act this project scored 3 out of 4 stars (actual score 28/36). Implications of the score include: - Ways of Working (Sustainable Development) Principles Impact						
	<table border="1"> <thead> <tr> <th>Ways of Working Principle</th> <th>Impact</th> </tr> </thead> <tbody> <tr> <td>Long-term</td> <td rowspan="3">The business case does evidence a long term view, particularly on the impact and outcomes it aims to achieve from the delivery of its Activity Plan.</td> </tr> <tr> <td>Prevention</td> </tr> <tr> <td>Integration</td> </tr> </tbody> </table>	Ways of Working Principle	Impact	Long-term	The business case does evidence a long term view, particularly on the impact and outcomes it aims to achieve from the delivery of its Activity Plan.	Prevention	Integration
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4.03	<p>Against the seven well-being goals of the Act, the potential impact of the report is evaluated as follows: -</p> <table border="1"> <thead> <tr> <th>Well-being Principle</th> <th>Impact</th> </tr> </thead> <tbody> <tr> <td>Prosperous Wales</td> <td>Positive</td> </tr> <tr> <td>Resilient Wales</td> <td>Neutral</td> </tr> <tr> <td>Healthier Wales</td> <td>Positive</td> </tr> <tr> <td>More Equal Wales</td> <td>Positive</td> </tr> <tr> <td>Cohesive Wales</td> <td>Positive</td> </tr> <tr> <td>Vibrant Wales</td> <td>Positive</td> </tr> <tr> <td>Globally Responsible Wales</td> <td>Neutral</td> </tr> </tbody> </table>	Well-being Principle	Impact	Prosperous Wales	Positive	Resilient Wales	Neutral	Healthier Wales	Positive	More Equal Wales	Positive	Cohesive Wales	Positive	Vibrant Wales	Positive	Globally Responsible Wales	Neutral
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5.00	APPENDICES
5.01	<ul style="list-style-type: none"> • Appendix A – Project Milestones • Appendix B – Well-being Impact Assessment

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Contact Officer: Sian Price, Project Manager / Craig Berry, Joint Archive Manager Telephone: 07917 06731 / 01824 708023 Email: sian.lloydprice@denbighshire.gov.uk / craig.berry@denbighshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>Outreach This is where the archive service is taken out to where the public are (e.g. in communities) instead of the public coming to where the archive service is (e.g. in Mold, Hawarden, Ruthin).</p>

RIBA

Relates to the Royal Institute of British Architects. When RIBA appears with a number after it, e.g. RIBA 3, this relates to a stage of the Plan of Work which is used by Architects and Building Professionals to organise the tasks, information gathering and consultation that they need to undertake, when delivering a construction project.