

Lancashire County Council

Cabinet

Thursday, 11th June, 2020 at 2.00 pm to be held as a Virtual Skype Meeting

Agenda

Part I (Open to Press and Public)

No. Item

1. Apologies for Absence

2. Disclosure of Pecuniary and Non-Pecuniary Interests

Members are asked to consider any Pecuniary and Non-Pecuniary Interests they may have to disclose to the meeting in relation to matters under consideration on the Agenda.

3. Minutes of the Meeting held on 14 May 2020 (Pages 1 - 6)

Matters for Decision:

The Deputy Leader of the County Council and Cabinet Member for Highways and Transport - County Councillor Keith Iddon

4. Proposed Apportionment of Additional Capital Funding for Highway Maintenance (Pages 7 - 10)

The Cabinet Member for Children, Young People and Schools - County Councillor Phillippa Williamson

5. Process for Commissioning a New School, Including Potential New Primary School for Clitheroe (Pages 11 - 20)

The Cabinet Member for Economic Development, Environment and Planning - County Councillor Michael Green

6. Promoting the Lancashire Economic Offer at MIPIM (Pages 21 - 24)

The Cabinet Member for Community and Cultural Services - County Councillor Peter Buckley

7. Archive Service Accreditation: Service Policies (Pages 25 - 62)

8. United Kingdom Resettlement Scheme

(Pages 63 - 72)

Matters for Information:

9. Urgent Decisions taken by the Leader of the County Council and the relevant Cabinet Member(s)

No urgent decisions have been taken since the last meeting of Cabinet.

10. Urgent Business

An item of urgent business may only be considered under this heading where, by reason of special circumstances to be recorded in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency. Wherever possible, the Chief Executive should be given advance warning of any Member's intention to raise a matter under this heading.

11. Date of Next Meeting

The next meeting of Cabinet will be held virtually on 9 July 2020.

12. Notice of Intention to Conduct Business in Private

No representations have been received.

Click [here](#) to see the published Notice of Intention to Conduct Business in Private.

13. Exclusion of Press and Public

The Cabinet is asked to consider whether, under Section 100A(4) of the Local Government Act 1972, it considers that the public should be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 12A to the Local Government Act 1972 as indicated against the heading to the item.

Part II (Not Open to Press and Public)

The Leader of the County Council - County Councillor Geoff Driver CBE

14. Former Skelmersdale College (Westbank Campus)/Skelmersdale Rail Link (Pages 73 - 78)

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act, 1972. The report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Deputy Leader of the County Council and Cabinet Member for Highways and Transport - County Councillor Keith Iddon

15. A New Fleet Management System for Fleet Services (Pages 79 - 82)

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act, 1972. The report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Angie Ridgwell
Chief Executive and Director of
Resources

County Hall
Preston

4. Severe Weather Funding for Damage following Storms Ciara and Dennis

Cabinet received a report proposing funding for work to address damages caused by Storm Ciara and subsequently Storm Dennis in February 2020.

The total estimated cost of repairs required due to the above storms was estimated at £4,709,385 (including £4,461,857 capital and £247,528 revenue costs), with the initial proposal covering the urgent work that is required in the next 6 months with a value of £1,636,808.

Resolved: That

- i. £1,636,808 be allocated to the urgent works, as detailed at Appendix 'A', from the £5m additional capital funding approved by Full Council, as part of the county council's budget, for highway maintenance in February 2020.
- ii. the decision be implemented immediately for the purposes of Standing Order C29 as any delay would have an adverse effect on the operations of the county council in delivering this urgent maintenance work.

5. Foster Care Allowances 2020/21

Cabinet received a report setting out proposals for the increase of Foster Care Allowance rates for 2020/21, in line with National Minimum Standards.

Resolved: That

- i. the increase in the current scale of Foster Care Allowances, other than where specified, as set out at Appendix 'A'.
- ii. The decision be implemented immediately for the purposes of Standing Order C29 as any delay would have an adverse effect on ensuring the council met its statutory requirements.

6. Urgent Decisions taken by the Leader of the County Council and the relevant Cabinet Member(s)

The urgent decisions taken by the Leader of the County Council and Cabinet Members were noted.

7. Urgent Business

There were two items of urgent business.

7(a) Request Approval to Extend Existing Contracts in Response to Covid-19 Outbreak

This decision was taken as an item of urgent business to enable action to be taken in time on the contracts under consideration.

Cabinet considered a report outlining the outcome of an urgent review of contracts by the Procurement Service to identify those due to have been re-procured in the next 6 to 12 months. These proposals were considered in line with Proposals with Procurement Policy

Note 01/20 'Responding to COVID-19', to ensure the Procurement service could focus on essential category management activities, namely the supply of PPE, for the time being.

Resolved: That

- i. the extension of the contracts as set out in this report and detailed in the report be approved
- ii. Directors and Heads of Service be authorised to determine the length and number of extensions within the maximum scope permitted by this report.
- iii. The decision be implemented immediately for the purposes of Standing Order C29 as any delay would have an adverse effect on the ability of the Procurement Service to focus on essential COVID-19 related activities

7(b) Academy Conversion - Marsden Heights Community College

This decision was taken as an item of urgent business to enable the council to meet the target conversion date of 1 June 2020.

Cabinet considered a report seeking permission from Cabinet to delegate authority for finalising and approving the detailed legal documents to the Director of Corporate Services, and to provide the necessary authority and indemnity to the Chief Executive and Director of Resources, to complete the academy conversion of Marsden Heights Community College, in accordance with the directive Academy Order from the Department for Education on 8 February 2017.

Resolved: That

- i. the Director of Corporate Services be authorised to finalise and approve any documents necessary to give effect to the academy conversion of Marsden Heights Community College from the conversion date (with a target conversion date of 1 June 2020 or as soon as reasonably practicable thereafter)
- ii. the Chief Executive and Director of Resources be authorised to issue all necessary certificate(s) within and for the purposes of the Local Government (Contracts) Act 1997 in respect of the Deed of Variation to the Project Agreement with Lancashire Schools SPC Phase 2A Limited (the contractor responsible for designing, building, financing and operating the school facilities) (and any other certified service contracts with a term exceeding five (5) years being put in place to implement the directed academy conversion)
- iii. Lancashire County Council give an indemnity to the Chief Executive and Director of Resources as follows:
“Lancashire County Council shall indemnify the Chief Executive and Director of Resources against any claims made against them (including costs incurred by and awarded against them) and will not itself make claims against them for any loss or damage occasioned by neglect and error or omission committed by the Chief Executive and Director of Resources in the course of or in connection with the signing of the certificate(s) referred to above.”
- iv. The decision be implemented immediately for the purposes of Standing Order C29 as any delay could adversely affect the execution of the county council's responsibilities in relation to the target conversion date as set out.

8. Date of Next Meeting

It was noted that the next meeting of Cabinet would be held at 2pm on Thursday 11 June 2020 as a virtual meeting.

9. Notice of Intention to Conduct Business in Private

Cabinet noted the Notice of Intention to Conduct Business in Private and that no representations had been received.

10. Exclusion of Press and Public

Resolved: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 12A to the Local Government Act 1972 as indicated against the heading to the item.

11. Migration to Oracle Cloud from the current E-Business Suite Oracle Platform

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Cabinet received a report on the migration to Oracle Cloud from the current E-business Suite Oracle Platform.

Resolved: That

- i. the recommendations set out in the report be approved.
- ii. the decision be implemented immediately for the purposes of Standing Order C29 as any delay could adversely affect the execution of the county council's responsibilities.

12. The Case for a Further Bond Issue

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Cabinet received a report on the options for a further Bond issue.

Resolved: That

- i. the recommendations set out in the report be approved.

- ii. the decision be implemented immediately for the purposes of Standing Order C29 as any delay could adversely affect the execution of the county council's responsibilities.

Angie Ridgwell
Chief Executive and
Director of Resources

County Hall
Preston

Report to the Cabinet

Meeting to be held on Thursday, 11 June 2020

Report of the Head of Service - Policy Information and Commissioning (Live Well and Age Well)**Part I**

Electoral Division affected:
(All Divisions);

Proposed Apportionment of Additional Capital Funding for Highway Maintenance

Contact for further information:

Janet Wilson, Tel: (01772) 538647, Senior Commissioning Officer,
janet.wilson@lancashire.gov.uk

Executive Summary

This report requests approval of the proposed apportionment of the additional £5 million of capital funding approved by Full Council on 13 February 2020 for highway maintenance.

This is deemed to be a Key Decision and the provisions of Standing Order C19 have been complied with.

Recommendation

Cabinet is asked to:

- (i) Approve the proposed apportionment of the additional £5 million of capital funding approved by Full Council on 13th February 2020 for highway maintenance.
- (ii) Approve that the detailed programmes of work relating to the Footways, ABC and Urban unclassified programmes be agreed, in conjunction with the Cabinet Member for Highways and Transport and include those schemes next in priority that did not make the 'draw the line' for inclusion in the 2020/21 Capital Programme that are deliverable in light of the Covid-19 pandemic restrictions.

Background and Advice

In February 2020 Full Council approved an additional £5m of capital funding for highway maintenance. The proposed apportionment detailed below supports the

Transport Asset Management Plan principles to manage the highway assets, using a risk based preventative maintenance approach that will help reduce further deterioration of the highway network.

Proposed Activity	Proposed Apportionment
Storm Damage	£1,636,808
Localised Deterioration	£500,000
Spray Injection Patching (rural unclassified)	£500,000
Footways	£713,192
ABC & Urban Unclassified	£1,650,000
Total	£5,000,000

Storm Damage

In February 2020, the severe weather, including Storms Ciara and Dennis, caused significant damage to highway assets in Lancashire. The total estimated cost of repairs required due to the above storms has been estimated at £4,709,385 (including £4,461,857 capital and £247,528 revenue costs).

Of this, £1,636,808 is required to fund urgent work to prevent further deterioration, road closures and community severance. On 14 May 2020 Cabinet gave approval for the urgent work to be funded from the additional £5m approved by Full Council for highway maintenance in February 2020.

It is proposed that non urgent work totalling £3,363,192 is funded from any underspends resulting from efficiencies in the previously approved 2020/21 approved capital programme and/or inclusion in the 2021/22 Capital programme.

Localised Deterioration

It is proposed that the Localised Deterioration allocation be used to address smaller areas of deterioration that tend not to qualify for inclusion in resurfacing or surface dressing programmes but are too big to be addressed by the structural maintenance allocation. The sites will be identified by the Highway Maintenance Service and prioritised by Asset Management in line with Transport Asset Management Plan principles.

Spray Injection patching

Spray injection patching works will be focused on the rural unclassified network in areas not prioritised by the existing capital programme. The sites will be identified by the Highway Maintenance Service and prioritised by Asset Management in line with Transport Asset Management Plan principles.

ABC & Urban Unclassified roads

The proposed allocation for the ABC & Urban unclassified roads will focus on those schemes next in priority that did not make the 'draw the line' for inclusion in the 2020/21 Capital Programme. Work is underway to determine the delivery programme for 2020/21 and will then dictate the funds required. This will form part of the Money Matters report to Cabinet in September against which progress will be monitored through the remainder of the year. There is expectation that less schemes will be delivered this year than planned due to Covid-19 restrictions but the costs of individual programmes may increase due to increased resource requirements to meet Covid-19 secure work practices.

Footways

The proposed allocation for footways will focus on those schemes next in priority that did not make the 'draw the line' for inclusion in the 2020/21 Capital Programme. Work is underway to determine the delivery programme for 2020/21 and will then dictate the funds required. This will also form part of the Money Matters report to Cabinet in September against which progress will be monitored through the rest of the year. There is expectation that less schemes will be able to be delivered this year than planned due to Covid-19 restrictions but the costs of individual programmes may increase due to increased resource requirements to meet Covid-19 secure work practices.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

There is a risk that some of the proposed work will not be completed in the 2020/21 financial year due to the restrictions associated with the Covid-19 pandemic. However, the Highways Service is actively pursuing mitigation measures to reduce this risk.

Financial

It is proposed that the additional £5 million is apportioned in line with the proposals detailed in the report but may not be delivered in 2020/21 in terms of spend or number of schemes. This will be reported to later meetings of Cabinet when the full impact on deliverability and schemes costs has been assessed.

List of Background Papers

Paper	Date	Contact/Tel
-------	------	-------------

None

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 11th June 2020

Report of the Head of Service - Asset Management**Part I**

Electoral Division affected:
Clitheroe;

Process for Commissioning a New School, Including Potential New Primary School for Clitheroe

(Appendices 'A' and 'B' refer)

Contacts for further information:

Lynn MacDonald, Tel: (01772) 532402, School Planning Manager,

lynn.macdonald@lancashire.gov.uk

Ben Terry, Tel: (01772) 531774, School Planning Principal,

ben.terry@lancashire.gov.uk

Executive Summary

This report updates Cabinet on the process and decision making arrangements for commissioning a new school, including an update to the assessment framework, (last agreed by the Cabinet Member for Children, Young People and Schools in September 2014) taking into account the most recent guidance from the Department for Education. It also seeks permission to commence the consultation process with regard to the commissioning of a new primary school on the Higher Standen Farm site in Clitheroe.

Recommendation

Cabinet is asked to:

- (i) Note the information contained within the report and appendices.
- (ii) Approve the use of the updated Department for Education 'Establishing a New School: Free School Presumption' guidance and associated framework.
- (iii) Subject to approval of (i) and (ii) above, approve the undertaking of a consultation on the establishment of a new primary school in Clitheroe, in accordance with the process and framework contained within this report.

Background and Advice

The current strategy for the provision of additional school places is to invest in existing good or outstanding schools with high levels of applications for admission. This policy has proved successful and continues to be applied wherever possible. Almost 4000 additional school places have already been provided. However, in some areas of the county, the available expansion options are diminishing or are already limited due to site restrictions. In addition, parts of the county are experiencing significant new housing concentrated on very large sites that lend themselves to the establishment of new provision, rather than the expansion of outlying existing schools, due to the scale of development.

It is important that the local authority has mechanisms in place to commission new schools before the need arises. This report sets out a proposed process; timescales; and decision making arrangements to effect a local authority recommendation to the Secretary of State for Education. It takes into account guidance issued by the Department for Education, most recently updated in November 2019, which provides model templates for local authorities to set out the specification for new schools, together with a model application form for proposers and assessment criteria for authorities.

Academy Presumption

The Education and Inspections Act 2006 (as amended by the Education Act 2011) introduced the presumption that, when a local authority decides that a new school is needed, it must seek proposals for the establishment of a free school. All such proposals require the Secretary of State to consider the Local Authority's assessments and preferences before making a final decision to approve. If the free school presumption route does not result in a suitable free school sponsor, a statutory competition can be held with the consent of the Secretary of State.

In addition, guidance and support can be provided by the New Schools Network which provides free advice, guidance, resources and support to local authorities looking to open new free schools. <https://www.newschoolsnetwork.org/>

Legal Requirements

The Department for Education document 'The Free School Presumption' dated November 2019 provides advice and guidance to local authorities to assist with compliance with Section 6A of the Education and Inspections Act 2006, in commissioning new schools.

The Department for Education also announced the voluntary aided capital scheme to support the establishment of new voluntary aided schools by both faith and non-faith groups in May 2018. However, in ongoing discussion with diocesan colleagues, there are currently none pursuing live applications of new schools via this route.

There are also no current applications to establish new free schools, pending via Wave 14 of the 'central route' known to Lancashire County Council, whereby sponsors engage directly with the Department for Education to commission a school.

The November 2019 guidance 'Establishing a New School: Free School Presumption' guidance and associated framework, (available at <https://www.gov.uk/government/publications/establishing-a-new-school-free-school-presumption>) aims to provide greater clarity to authorities on the process, and now sets out model templates for School Specification (Annex A); Application Form for potential sponsors (Annex B) and Model Assessment criteria (Annex C). It should be noted that the main body of the guidance now includes greater emphasis on the expectation that the authority will financially 'underwrite' a new school.

When considering a local authority's assessment, the Department for Education will particularly focus on strategic vision, educational plan, capacity and capability and operational capacity and governance. The proposal should give strong, credible evidence that the new school will raise the overall standard of education available in the local area, adding high quality places to the system.

The local authority may state its preferred proposer or ranking of proposers, which the Secretary of State will take into consideration when deciding whether or not to enter into a funding agreement with any of the proposers.

Assessment Framework

The type of school to be delivered would be determined by the Director of Education and Skills, as part of the development of the specification for the new school. Potential proposers would need to evidence that they met the school specification via their application which would provide part of the information against which the proposals would be judged.

Whilst not a statutory requirement, it is recommended that a public meeting is held at which representatives from each potential proposer presents their proposals and answers questions. Arrangements for public engagement on this subject will take into account relevant government guidance and Covid-19 safety measures. The information provided and feedback from this activity will assist with the selection process.

Processes and Timescales

It is expected that the commissioning and selection process could take up to 11 months, from the identification of need to the final decision by the Secretary of State. However, it is generally expected to take over three years from identification of need to opening a new establishment. This can present a major challenge when commissioning primary school places, particularly as Lancashire has not yet commissioned a new school via the presumption route.

Decision Making Arrangements

The Secretary of State will make the final determination in respect of the successful proposer. However, the local authority has a critical role to play in ensuring a robust assessment and selection process for recommendation to the Secretary of State for consideration, with the recommendation being made by Cabinet.

Commissioning a new primary school in Clitheroe

Should Cabinet agree to the updated arrangements set out above, it is anticipated that the first new school where a requirement has been evidenced is in the Clitheroe School Planning area of Ribble Valley.

The council has already taken steps to address growth as a result of housing development in the neighbouring Langho and Whalley School Planning area, providing 175 additional primary school places across 4 schools. However, housing development in the Clitheroe area will require additional mitigation, particularly to accommodate the pupils yielded by the development underway on land at Higher Standen Farm, Pendle Road, Clitheroe.

The Section 106 agreement for this development contained provision for a site for a new primary school, with a transfer cost of £1, together with contributions toward the provision of school places. The 1,040 dwellings to be delivered at Higher Standen Farm are contained within the adopted Ribble Valley Core Strategy and there is strong support from both Ribble Valley Borough Council and from the Higher Standen Estate land owner (Taylor Wimpey) for provision of the new school on site at the earliest opportunity.

Pupil projection background information is provided at Appendix 'A'.

With the timeframe for the establishment of a new school estimated at over 3 years, it is proposed that, should a decision be made to start the commissioning process for a new school, it may be necessary to provide temporary additional places in existing schools for 2023, pending the competition and build processes for a new school to open in September 2024.

It is proposed that, if a new school is established, in the first instance it would be commissioned as a one form entry primary (210 capacity). However, it should be noted that there are a further 800 properties to be built on the site in a later phase.

Therefore, it is recommended that, if a new school is commissioned on the site, it should be designed with the ability to expand at a future date. This approach was taken when Trinity CE Methodist Primary school (the last new maintained primary school to be commissioned by the council) was established in 2010, before 2 subsequent phases of expansion, in order to safeguard existing provision.

Consultations

Consultation would be in the form of a 6 week informal consultation which, subject to Cabinet approval, would be followed by a statutory competition period. The consultation will be in line with statutory guidance.

There are established mechanisms to support consultation through the sector led groups: LASSH, LASHTA and PHIL (secondary, primary and special school groups) as well as the locality based groupings of schools that are supported by allocated area based Senior Advisers within the Advisory Service.

A process timeline has been provided at Appendix 'B'.

Risk management

This item has the following implications, as indicated:

Legal

The local authority is under a statutory obligation to ensure the sufficiency of high quality school places in its area. In order to be equipped to continue to deliver this obligation, it is necessary to be able to commission a new school when other options either do not exist or potentially offer less favourable outcomes for children and young people.

Financial

Should the commissioning of a new school be approved, then it is both the responsibility of the local authority and successful sponsor to manage any associated risks, and to ensure the ongoing financial (and educational) viability of the school. This means the authority will need to ensure that there is clarity around risks that sit with the authority with regard to the financial viability of the school and those that will be transferred to the successful sponsor.

In addition to the above, if after opening the pupil numbers at the school are below the school's break-even number, the local authority and successful sponsor will need to provide reassurance to the department as to how the school will be educationally and financially viable. This raises the expectation that the authority will have clear plans and solutions with the successful sponsor on pupil numbers and financial plans to minimise the authority's risks and liabilities.

Should the commissioning of a new school be approved, then there is an expectation that the site be made available free or on a peppercorn basis by the local authority to the academy trust.

Local authorities are responsible for the start-up costs for new schools, which can be considerable. Should it be proposed that a new school is established, then it will need to be determined as to which elements are funded in the capital project and which elements are to be funded from revenue budgets.

Consultation with the Schools Forum will need to be undertaken by the local authority to determine the criteria and forum policy to be applied in relation to the start-up costs that are to be funded from the Schools Block of the Dedicated Schools Grant.

Within the consultation, it may be necessary to amend the School Forum policy criteria for allocating growth funding to new schools in their pre and post opening periods. As growth funding criteria is annually compliance checked by the Education and Skills Funding Agency, any amendments to the current criteria will need to be checked with them prior to the commissioning of a new school.

Should the commissioning of a new school be approved, the Schools Forum will need to be consulted on the total sum to be top sliced from the Dedicated Schools Grant and the local authority will need to provide the Schools Forum with regular updates on the use of the funding.

The financial risks and impacts on funding are minimised where there is clarity on the financial viability and sustainability plans for a proposed school. Therefore, the commissioning of a new school should only be approved where there is a high degree of certainty on financial viability. Should a school prove not to be financially viable, then in the short term the Dedicated School Grant may underwrite initial financial risks. However, in the medium term the liabilities could significantly accumulate that would then impact on the authority's finances.

The 2019 Department for Education guidance also states:

Under the presumption route the local authority is responsible for providing the site for the new school and for delivering the capital programme for building the new school. It is the department's expectation that the site be made available free or on a peppercorn basis by the local authority to the trust. The local authority is also responsible for meeting the associated capital and pre/post-opening revenue costs. Basic need capital funding is provided on a non-ring fenced basis, so that local authorities can provide the places that they need, including through new presumption schools.

List of Background Papers

Paper	Date	Contact/Directorate/Tel
-------	------	-------------------------

None

Reason for inclusion in Part II, if appropriate

N/A

Summary of Ribble Valley Primary Pupil Projections

The table below shows demand in the Clitheroe planning area based on the number of recorded births:

	Projected intake (Live Births)				
Reception Places	2020	2021	2022	2023	2024
185	165	180	200	200*	200*

*Birth data for these intake years is not yet available so it must be currently assumed that they will continue as per latest actual data

The above figures are based only on birth led demand and do not take into account the projected impact of housing development in the area. The table below shows projected demand resulting from live births and housing:

	Projected intake (Births and Housing Projections)				
Reception Places	2020	2021	2022	2023	2024
185	171	192	217	223	229

This position includes a proportion of the yield from the Higher Standen Farm development.

In the longer term, there is potential for a further 800+ houses to yield approximately 136 to 304 additional pupils beyond 2024, mainly on this site.

Therefore, the anticipated shortfall within 10 years is expected to increase, with potential to exceed 2 forms of entry (420 pupils).

If we consider the Clitheroe and Langho and Whalley neighbouring planning areas together, the combined position is as follows:

		Projected intake (Births and Housing Projections)				
	Reception Places	2020	2021	2022	2023	2024
Clitheroe	185	171	192	217	223	229
Langho and Whalley	165	116	132	140	147	153
Total	350	287	324	357	370	382
Shortfall		0	0	7	20	32

The above table demonstrates that there is projected to be a minor shortfall of places in Clitheroe from September 2021 onwards but that the net shortfall for the wider area emerges from 2022 onwards, although this will regularly monitored in terms of the current global climate and potential slowdown of the housing market by using the latest pupil projection data.

Appendix B

Indicative timeline for commissioning of a new primary school

Milestone	Example Timescale
Latest pupil projection information collated	April – May 2020
Cabinet Meeting – permission to commence consultation on new school	11 June 2020
New School Expression of Interest to Regional Schools Commissioner	July 2020
Consultation and Engagement	September – October 2020
Competition Phase	October 2020 – February 2021
Decision Making	Spring 2021
Capital Build	1.5 – 2 years
Completion	Spring 2023
School Opening (earliest date)	September 2023*

*As the county council has yet to commission any school via this process in addition to the current Covid-19 situation, it may be prudent to note that a September 2023 opening date would be ambitious.

Report to the Cabinet

Meeting to be held on Thursday, 11 June 2020

Report of the Executive Director of Growth, Environment, Transport & Community Services.**Part I**

Electoral Division affected:
(All Divisions);

Promoting the Lancashire Economic Offer at MIPIM

Contact for further information:

Stephen Young, Tel: 01772 536260, Executive Director of Growth,
Environment, Transport & Community Services. Stephen.young@lancashire.gov.uk

Executive Summary

A key part of the promotion of Lancashire's economic drive over the last few years has centred around the need to increase productivity, delivering inclusive growth and creating vibrant communities, as well as increasing the profile of the Lancashire brand in an increasingly global market.

To achieve these objectives over the last two years a Lancashire consortium has taken a growing presence at a number of high profile property and investment events, with the main event being MIPIM. The purpose of this paper is to outline a continuation of that strategy alongside private sector investment and to commission Marketing Lancashire to deliver the strategy on behalf of Lancashire at MIPIM going forward.

Recommendation

Cabinet is asked to:-

- (i) Note the contents of this report.
- (ii) Approve the funding proposals as set out in this report.
- (iii) Approve the commission of Marketing Lancashire to work with the Executive Director of Growth, Environment, Transport and Community Services to deliver the Lancashire at MIPIM event going forward.

Background and Advice

The MIPIM event is held in March each year and represents the world's single biggest international property and investment event with over 24,000 participants from 100 countries, including 130 UK local authorities as well as a significant representation from national Government and its agencies.

MIPIM is also attended by national, regional and city governments from across the world and the most senior representatives from all sectors of the international property and construction industry, all of which are the key potential investor targets for Lancashire.

Historically Lancashire has always attended MIPIM as part of the Manchester delegation, seeking to make maximum use of that platform and the events and networking opportunities it gives access to. In November 2018 however, in partnership with the Lancashire Local Enterprise Partnership (LEP), Lancashire took the step of raising its level of profile at the event and, although still part of the Manchester delegation, also invested in an apartment space in order to deliver Lancashire specific events and activity. This included a target for Marketing Lancashire to secure part of the cost of exhibiting at MIPIM from sponsorship.

2019 Event

Via this increased investment during the 2019 MIPIM event the Lancashire consortium hired an apartment at the Grand Hotel to act as an event venue, where Lancashire hosted a number of core events with the support of a small team from Hipping Hall, including owner Andrew Wildsmith and Head Chef Oli Martin as well Lancashire Ambassador Andrew Flintoff MBE. Through the investment and support of the LEP and private sector partners we were able to deliver events to an incredibly high standard and received regionally renowned feedback, during which the consortium held Lancashire investment conversations with up to 100 potential developers, investors and influential people in the market as well as millions of people virtually. Clearly had we not attended MIPIM it would have been impossible to hold such wide reaching conversations and begin to explore potential investment opportunities within such a short space of time.

2020 Event

Due of the success of the MIPIM 2019 event, once again the LEP committed to support Lancashire at MIPIM 2020. This was further supplemented by a greatly increased private sector investment offer, all of which reflects the growing profile of the Lancashire brand and the positive continued investment conversations started in 2019. The increased level of support and investment enabled the consortium to take a stand alone presence at the event, including investment in a Lancashire exhibition stand for the first time. This also allowed us to grow a delegation of Lancashire businesses and we were set to deliver the greatest ever level of promotional impact to highlight the county's investment proposition. However due to the outbreak of COVID19 the MIPIM event for 2020 was ultimately cancelled.

Lancashire at MIPIM going forward

Due to changes at the LEP the decision has now been taken to move the organisation's event investment in a different direction, whilst still remaining supportive of the Lancashire at MIPIM offer and remaining open to investing again at a future date.

However, despite the LEP's decision regarding funding, the objectives of promoting Lancashire as a destination for large scale investment are more relevant now than ever, particularly in the wake of COVID19. It is our belief that those destinations that stay ambitious and maintain their presence at key international events such as MIPIM, will be those that build momentum and generate growth more quickly, as played out after the financial crash in 2008.

As such it is proposed that Lancashire County Council invests in this event going forward as follows:-

2021 - £83,000 (as this allows for some additional one- off costs given the impact of COVID19)

2022 - £60,000 thereafter.

In addition to the level of investment made by Lancashire County Council, an additional and growing amount of partner investment will also be secured to support the event. Whilst given the economic shock it is hard to predict this level at the moment, it is reasonable to suggest it will be at least comparable to Lancashire County Council investment.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

Financial

The ongoing annual revenue costs of £60,000 will be built into the Medium Term Financial Strategy (MTFS) from 2021/22 with 2020/21 costs being funded from reserves.

List of Background Papers

Paper	Date	Contact/Tel
-------	------	-------------

None

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 11 June 2020

Report of the Head of Service - Libraries, Museums, Culture and Archives**Part I**Electoral Division affected:
(All Divisions);**Archive Service Accreditation: Service Policies**

(Appendix 'A' refers)

Contact for further information:

Jacquie Crosby, Tel: (01772) 533028, Archive Service Manager

jacquie.crosby@lancashire.gov.uk

Executive Summary

This report outlines the Archive Service Accreditation standard achieved by Lancashire Archives in 2014 and requests approval of the key policy documents (Appendix 'A' refers) that are required for Lancashire Archives to re-apply for Accreditation.

Recommendation

Cabinet is asked to approve the key policy documents, as set out at Appendix 'A', necessary to retain the Archive Service Accreditation standard.

Background and Advice

Archive Service Accreditation is the UK standard for archive services. The standard defines good practice and identifies agreed standards to support development and improvement throughout the sector. In 2014, Lancashire Archives was one of the first services to achieve Accreditation. The award was reviewed successfully in 2017, but the service must re-apply for Accreditation by 31 July 2020.

The policies (all of which are included at Appendix 'A') followed by the Archive Service ensure an effective and co-ordinated approach to managing the collections.

- The overarching *Collections Management Policy* connects the four areas of archive activity – collection development, information about the collections, care and conservation, and access, and explains how they work together to support the archive service mission.
- The *Collections Development Policy* covers the acquisition, appraisal and disposal of material and outlines in detail what Lancashire Archives collects

and how we will ensure that our collections continue to be a unique resource for everyone researching any aspect of Lancashire's past.

It is based on the former Collecting Policy Statement and Strategy, which was approved by the Cabinet Member for Adult and Community Services in 2007.

- The *Collections Information Policy* specifies how information about the collections is recorded and enhanced, and the standards and procedures which must apply to this.
- The *Collections Care and Conservation Policy* guides our approach to archive storage and to preventive and remedial conservation so that we ensure long-term preservation of and access to the collection. It is based on the former Preservation Policy, which was approved by the Cabinet Member for Adult and Community Services in 2007.
- The *Access Policy* states that '*Lancashire Archives collects and preserves archives and documents to provide a unique resource for everyone interested in Lancashire's history and people*' and specifies the ways in which access to the archive collections is provided and enhanced for all stakeholders.

The policies were approved by the Head of Cultural Services in 2014. However the revised Accreditation criteria and the county council's constitution both require that policies be approved by Cabinet. The policies have been reviewed and updated slightly to refer to the most recent standards and current legislation, and to recognise the increasing quantity of digital material, which we now receive for preservation. They now also refer to 'in normal circumstances' to allow for necessary changes to service delivery because of the current pandemic. There are no other material changes to the policies.

Consultations

Archives staff have been consulted about the revisions and external professional advice taken as required.

Implications:

This item has the following implications, as indicated:

If the policy documents are not approved by Cabinet then the Archive Service will not be able to submit its Accreditation return in July 2020 and will lose its accredited status. This would reduce the opportunities for the service to apply for external funding from the National Lottery Heritage Fund and other funding bodies for which holding accredited status is a frequently required condition. It would also result in a loss of reputation and status for the service and for Lancashire County Council.

Risk Management

Financial

There are no financial implications in applying for Accreditation and approving the archive policy documents.

Equality and Cohesion

The principal manager for Equalities and Cohesion has stated that there should be no key issues from an equality and cohesion perspective. The documents reflect the requirements of both the Equality Act 2010 and aims of the Public Sector Equality Duty including making specific references to seeking material from a range of community groups and promoting/advancing equality of opportunity

List of Background Papers

Paper	Date	Contact/Tel
-------	------	-------------

None

Reason for inclusion in Part II, if appropriate

N/A

Lancashire Archives

Inspiring people and communities to explore their heritage: promoting and continuing to collect Lancashire's archives while preserving them for everyone to use and enjoy, now and in the future

Collections Management Policy

1 Our service function

Lancashire Archives exists to collect and preserve the county's unique and irreplaceable archives, making them accessible to everyone, now and in the future, and inspiring learning and creativity through their use.

2 Purpose of this Policy

- 2.1 The purpose of this policy, and the suite of related collections policies, is to define why and how Lancashire Archives acquires, preserves, develops, facilitates access to, and encourages engagement with the archive and printed book collections in its care.
- 2.2 The policy serves as a guide for archive service staff, and demonstrates to external organisations and individuals that Lancashire Archives has adopted recognised professional standards, and aims to follow good practice.
- 2.3 The policy is underpinned by the British Standards Institution *Code of practice for cultural collections management* PAS 197:2009, the requirements of the Archive Service Accreditation Standard, June 2018, and *Archives Unlocked*, 2017, The National Archives strategic vision for archives.
- 2.4 This policy and the suite of related policies have revised and replaced version1 of the service collection policies, adopted in 2014.

3 Definition and value of archives

'Archives are the record of the everyday activities of governments, organisations, businesses and individuals. They are central to the record of our national and local stories and are vital in creating cultural heritage and supporting public policy objectives. Their preservation ensures that future generations will be able to learn from the experiences of the past to make decisions about the present and the future'¹

¹ *Archives for the 21st century*, 2009

4 Statutory and legal basis for Lancashire Archives

- 4.1 Lancashire Archives is the sole provider of archive services to Lancashire County Council and its constituent authorities under sections 224 and 226(5) of the Local Government Act 1972. This requires councils to make proper arrangements for any documents which belong to them, or are in their custody, and applies to records which are still in active use, as well as to those which are now inactive.
- 4.2 Lancashire Archives exercises the county council's powers in respect of historical, private and business records under the terms of the Local Government (Records) Act, 1962, as amended by the Local Government Act 1985. This empowers authorities to incur expenditure on facilities for the preservation, promotion of use, and public access to records of general or local interest, acquired by purchase, gift or deposit.
- 4.3 Since local government reorganisation in 1998 Lancashire Archives has also provided archive services to Blackburn with Darwen Borough Council under joint arrangements.
- 4.4 Lancashire Archives has been appointed by the Lord Chancellor as a place of deposit for local public records under the Public Records Act 1958 as amended 1967 (especially in respect of s3(6) and s4(1)).
- 4.5 Lancashire Archives has been designated by the Master of the Rolls as a repository approved for the custody of manorial records under the Law of Property Act 1922 and the Law of Property (Amendment) Act, 1924 and the Manorial Document Rules 1959 and 1967; and for the deposit of tithe documents under the Tithes (Copies of Instruments of Apportionment) Rules, 1960 and 1963.
- 4.6 Lancashire Archives functions as a diocesan record office in respect of Anglican parishes within Lancashire and the dioceses of Blackburn, Liverpool, and Leeds, under the Parochial Registers and Records Measure 1978 (No 2) as amended by the Church of England's (Miscellaneous Provisions) Measure 1992 (No 1). It also serves as diocesan record office for the Roman Catholic dioceses of Lancaster and Salford and the Archdiocese of Liverpool.

5 Scope of the collections

- 5.1 The geographical area served by Lancashire Archives is the present administrative county of Lancashire and the unitary authority of Blackburn with Darwen. The archive service also retains responsibility for archives created by

the administration of the county of Lancashire before 1974, which relate to the whole of the historic county.

- 5.2 The archive collections include material covering the historic County Palatine of Lancaster - from South Lakeland to Merseyside, Manchester and Warrington – and are of national and international importance as well as regional and local significance.
- 5.3 Lancashire Archives collections are among the largest in the North West covering almost 9 miles of shelving – about 1825 cubic metres in volume and comprising more than 5,300 separate collections. The archives are in a variety of materials and formats - parchment or vellum, paper, linen, volumes, microfilm and photographic material and audio and digital media - and range in size from tiny documents to rolled parchments or maps, which may be more than 6 metres in length. They document the county's diverse history and culture from the mid-twelfth century to the present day and include the archives of people, organisations and businesses in Lancashire, reflecting the changing landscape, communities and economy over nine centuries.
- 5.4 Lancashire Archives also manages a significant collection of books and printed material relating to people and places in the former County Palatine – the Lancashire Printed Collection. This supports the archive collections and provides a countywide local studies resource.

6 Management of the archive collections

- 6.1 Lancashire Archives is an Accredited Archive Service. Archive Service Accreditation is the UK standard for archive services. It defines good practice and identifies agreed standards to support development and improvement throughout the sector.
- 6.2 Lancashire's archive collections are managed in accordance with its own approved policies, within The National Archives framework of standards and best practice guidance, and following the Code of Ethics of the Archive and Records Association, updated February 2020.
- 6.3 We select and acquire unique and irreplaceable archive material of enduring historical significance to the county of Lancashire, and the unitary authority of Blackburn with Darwen, in accordance with our ***Collections Development Policy*** and plans. We accept regular transfers of material from the Records Management service of Lancashire County Council to ensure that the archives of our parent organisation are preserved. We offer facilities for organisations and individuals to donate or deposit archive collections for safekeeping and for the benefit of research. Our ***Collections Development***

Plan aims to ensure that our archive collections continue to reflect the diverse and changing community we serve.

- 6.4 We list, catalogue and record and provide information about the archive collections in accordance with our **Collections Information Policy** and **Collections Information Plan**. Cataloguing is carried out by trained and qualified archivists. We document our collections in accordance with appropriate professional standards and make collection level entries available online for all archive collections following the International Council on Archives *General International Standard of Archival Description* [ISAD(G)].
- 6.5 We preserve, care for and undertake archive conservation work on the archive collections in accordance with our **Collections Care and Conservation Policy**. We follow the guidance in BS 4971:2017 *Conservation and care of archive and library collections*, PAS 197:2009 *Code of practice for cultural collections management*, and BS EN 16893:2018 *Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections*.

We ensure that the archives are preserved to the best current professional standards by storage in archive-quality packaging in purpose-built, climatically-controlled strongrooms and on secure digital servers or storage media, as well as by supervised use of the collections and an ongoing programme of condition surveys and assessment followed by appropriate remedial action.

- 6.5.1 Preventive Conservation underpins the long-term survival and accessibility of the archive collections. It is carried out by trained and qualified staff, and by volunteers under supervision, and is undertaken in accordance with health and safety requirements and nationally recognised standards.
- 6.5.2 Interventive repair of archives is undertaken where necessary. It is carried out by trained and qualified staff and undertaken in accordance with health and safety requirements and nationally recognised standards – BS 4971:2017 *Conservation and care of archive and library collections*, and the Institute of Conservation's Professional Standards and Code of Conduct 2014.
- 6.5.3 Born-digital records are stored on secure digital servers with regular backups. File fixity information is recorded for each folder and checked at regular intervals to ensure integrity. 2014.

6.6 We provide access to Lancashire’s archival heritage in accordance with our ***Access Policy and Standards*** and with respect to the Equality Act 2010, the Freedom of Information Act 2000, the Data Protection Act 2018, the Environmental Information Regulations and current and relevant Copyright legislation.

6.6.1 We provide direct public access, free of charge and (in normal circumstances) without appointment, in our public searchroom. We subscribe to the Archives Card, a national reader’s ticket system managed by the Archives and Records Association. ‘We recognise our statutory duty to eliminate unlawful discrimination of all kinds and are committed to promoting equality of opportunity in all aspects of the service’²
Staff are available in the searchroom to assist visitors to find the information they need, to interpret the archive collections and to ensure safe and careful handling of the material.

We recognise the value of displaying archives as well as the risks of exhibiting original archival material. Any individual or organisation seeking to exhibit Lancashire archives must comply with our terms and conditions for loan and sign the ***Exhibition Loan Agreement***.

7 Management of the Lancashire Printed Collection

7.1 The Lancashire Printed Collection is housed by Lancashire Archives. We manage, develop and preserve it in accordance with the ***Lancashire Printed Collection Policy*** and the ***Lancashire Printed Collection Procedures***.

7.2 Professional advice and support in developing, classifying and cataloguing the collections is provided by qualified Librarians who are members of CILIP (The Chartered Institute of Library and Information Professionals).

7.3 The collection is listed on the Lancashire Library catalogue.

8 People and Training

8.1 We manage, preserve and conserve our archive and printed book collections effectively by providing an adequate level of staffing and ensuring that the people who work here understand the value and significance of the collections and are appropriately skilled and trained.

² Lancashire Archives Access Policy Statement

- 8.2 We deliver Lancashire County Council's stated performance management objectives through management support, service induction plans, opportunities for continued learning and professional development and regular performance engagement meetings to ensure that all staff have the necessary skills and abilities to meet their work objectives and carry out their defined roles in supporting the preservation of our archive collections.
- 8.3 We have a well-established archive volunteer programme. Volunteers are recruited through the Lancashire Volunteer Partnership and provided with appropriate training. They undertake a range of tasks which support the preservation of the archive collections and improve collections information to make material more accessible. They do not undertake work which would normally be carried out by salaried staff.
- 8.4 We manage the health, safety and wellbeing of all staff and volunteers working with the archive collections, in accordance with the Health and Safety at Work Act 1974 and the COSHH (Control of Substances Hazardous to Health) Regulations 2002 and Lancashire County Council's Health and Safety Policy and our own **Record Office premises Arrangements for health, safety and wellbeing**. And we provide, as far as is reasonably practicable, a safe environment for all visitors to the record office building.
- 8.5 Lancashire Archives is an Institutional Member of the Archives and Records Association (INA0012) and a member of the National Conservation Service.
- 8.6 Professional archivists and archive conservators are encouraged to become registered members of the Archives and Records Association. They are expected to subscribe to its Code of Ethics and to continue to develop their professional knowledge and skills. Accredited archive conservators also subscribe to the ICON (Institute of Conservation) code of conduct. Librarians subscribe to the CILIP set of ethical principles and code of professional practice for library, information and knowledge professionals.

9 Monitoring and Review

- 9.1 The strategic aims for managing Lancashire's archive collections have been incorporated into a Forward plan. These form the basis of the annual plan for Lancashire Archives to ensure that the aims are met and that they contribute to the goals of the Libraries, Museums, Culture and Archives service and the vision and strategic objectives of Lancashire County Council.
- 9.2 The Forward Plan is reviewed annually, together with the Collections Development, Collections Information and Collections Care and Conservation plans. The annual team plan is reviewed quarterly. The archive service has

key performance indicators (KPIs) which are measured quarterly and contribute to the overall performance of the Libraries, Museums, Culture and Archives service.

10 Policy Approval and Communication

- 10.1 This **Collections Management Policy**, together with the associated, **Collections Development Policy**, **Collections Information Policy**, **Collections Care and Conservation Policy** and **Access Policy**, will be approved by Lancashire County Council's Cabinet.
- 10.2 The policies will be reviewed no later than 5 years after the date of approval.
- 10.3 The policies will be communicated to all interested parties and made available to the public on Lancashire County Council's website.

Lancashire Archives

Collections Development Policy

1 Purpose of Policy

- 1.1 This policy is one of several existing policies relating to different elements of the heritage collections preserved and managed by Lancashire County Council. The aim of the policies is to ensure that the diverse elements of the heritage collections, in libraries, museums, and Lancashire Archives, are properly managed, preserved and are made available in the most appropriate manner to ensure their long-term survival and usability.
- 1.2 This policy forms part of the suite of policies relating specifically to the collections held by Lancashire Archives. It should be read in conjunction with the ***Collections Management Policy*** which provides a definition of archives and describes the statutory and legal basis for Lancashire Archives and the management of its collections, the framework of standards within which it operates and the code of ethics followed by staff developing the collections.
- 1.3 This policy explains in more detail what Lancashire Archives collects and how we will ensure that our collections continue to be a unique resource for everyone researching any aspect of Lancashire's past.
- 1.4 We will review this policy no later than 5 years after the date of approval.

2 Scope of existing archive collections

- 2.1 Lancashire Archives holds more than 5348 separate archive collections in a variety of formats. They document the county's diverse history and culture from the twelfth century to the present day and include the archives of individuals, families, organisations, local authorities and businesses in Lancashire, reflecting the changing landscape, communities and economy over nine centuries.
- 2.2 The archive collections include material covering the pre-1974 county of Lancashire - the historic County Palatine of Lancaster - which stretched from South Lakeland to Merseyside, Manchester and Warrington. Many of the collections are of national and international importance as well as regional and local significance.
- 2.3 Today, Lancashire Archives collects unique and irreplaceable archives and other relevant material of enduring historic value relating to the areas administered by Lancashire County Council and Blackburn with Darwen

Borough Council. It preserves them and makes them available for use so that people and communities can explore their heritage.

- 2.4 Lancashire Archives accepts regular transfers of material from the Records Management service of Lancashire County Council in accordance with agreed retention schedules or following appraisal.
- 2.5 Lancashire Archives offers facilities for organisations and individuals to deposit or donate archive collections for safekeeping, and for the benefit of research, in accordance with our current terms of agreement for the donation and deposit of records. We prefer to receive archives and other material as gifts, although we accept long-term loans and make occasional acquisitions by purchase. The Friends of Lancashire Archives support us with grant funding where this is required.
- 2.6 The main types of official archives we collect are:
- local authority archives including those of Lancashire County Council, district and parish councils, and their predecessors, including Quarter Sessions and Poor Law unions
 - Public Records for which Lancashire Archives is the appointed the place of deposit. These are from organisations funded by central government such as hospitals, prisons and new towns
 - archives relating to all faiths and religious groups
 - tithe maps and schedules
 - manorial records
- 2.7 Lancashire Archives also collects archives from private individuals, organisations and businesses. These include:
- records of clubs and societies and charitable organisations
 - records of local community groups
 - business archives
 - personal and family papers, including letters, diaries and photographs
 - archives of trade unions, political parties and pressure groups
- 2.8 We also collect other material which complements the archive collections, including:
- books and other printed material –the Lancashire Printed Collection
 - photographs and other image formats
 - ephemera
 - copies of significant archives relating to Lancashire but held elsewhere

- 2.9 Occasionally, we may accept artefacts which relate specifically to archive collections, in consultation with Lancashire County Museums Service; for example medals, awards, or textiles.
- 2.10 Lancashire Archives will always aim to identify the most appropriate repository for archives it is offered and is mindful of the collecting policies of other local and regional organisations.

3 Exceptions

- 3.1 There are some situations when we will not collect archives relating to Lancashire or when we might collect archives from outside the stated administrative boundaries.
- Film recordings are sent the North West Film Archive³, where there are appropriate facilities for storage and access, unless the material is in a digital format and forms part of an archive which cannot be split up.
 - The Archives Service Manager may occasionally accept significant archives that fall outside the terms of this policy if they appear to be at risk of being destroyed or lost. In this situation, we would seek to ensure their transfer to an appropriate repository as soon as possible.
 - We will not accept records if required to place unreasonable restrictions on public access.
 - Occasionally we will collect archives and other material from outside present-day Lancashire. These usually relate to organisations which operate across local authority boundaries, or to Lancashire- based individuals and their experiences elsewhere.
 - Occasionally the condition of collections and the cost of preservation outweigh the value of retention.

4 Appraisal/Acquisition of archives

- 4.1 When archives are offered to Lancashire Archives, a professionally qualified archivist assesses their significance, with reference to this policy and our ***Appraisal Guidelines***, as well as considering the impact of the potential acquisition on the service in terms of care and conservation, in order to decide what should be accepted.
- 4.2 Lancashire Archives, on behalf of Lancashire County Council, uses the ***Terms of agreement for the deposit of archive material*** and the

³ North West Film Archive, Library Services Special Collections at Manchester Metropolitan University.

Agreement for a gift of archive material to assert its responsibility for the archives it acquires.

- 4.3 Individual items or collections accepted by Lancashire Archives on behalf of Lancashire County Council are recorded and documented in accordance with our ***Collections Information Policy***.

5 Developing the archive collections

- 5.1 Lancashire Archives aims to ensure that its collections represent, as fully as possible, the past activities of all communities within its collecting area. To achieve this we seek to address the existing weaknesses of our collections while continuing to build on their many strengths.

5.2 How we identify gaps in our collections

Lancashire Archives will continue to identify aspects of the county's history which are not sufficiently represented in our collections, as well as areas which may be over-represented. We will do this by:

- continually working to increase and improve the information we have about our collections
- analysing information in our electronic collections management system
- consulting with key stakeholders including our customers, people with expert historical knowledge and depositors
- reviewing our ***Collections Development Plan*** each year

5.3 What gaps are there?

There are some significant gaps in the collections held by Lancashire Archives, so we are particularly interested in acquiring archives from:

- individuals and families, particularly 20th century material
- post-1974 local authorities
- Christian churches associated with minority communities
- other faiths
- all business sectors, but especially local and smaller businesses, including retail and financial and some professions, such as architects, dentists, doctors and opticians
- all industrial sectors, but particularly aerospace, agriculture, construction and high specification engineering
- voluntary organisations and charities
- local pressure groups
- trade unions and employers and business organisations
- politicians and political parties
- minority groups e.g. LGBTQ, Black, Asian and minority ethnic, Eastern European, disabled people

- societies and clubs
- professional and amateur sports clubs and regional sporting organisations
- arts organisations
- public responses to significant events

5.4 **How we will make our collections more representative**

A five-year ***Collections Development Plan*** outlines how these gaps will be addressed in the medium term. Lancashire Archives' annual plan contains specific targets for acquiring archives in areas that are under-represented.

To ensure that we make these acquisitions we will:

- promote the idea of depositing archives to relevant individuals and organisations:
 - online, including the use of social media
 - by attending appropriate events
 - using leaflets and posters
 - through direct contact with relevant organisations and individuals to discuss their archive collections and the benefits of depositing archives
- monitor auction catalogues
- work with our colleagues in other Lancashire County Council services, to:
 - identify potential depositors in the communities they work in
 - secure the transfer of relevant archives currently held in libraries and museums

6 **Disposal of archives**

Sometimes we decide that archives are not sufficiently significant to be preserved permanently.

- 6.1 This decision may be made during the initial selection and appraisal process, but there may also be occasions after archives have been acquired when a collection is reviewed and we decide that the material is no longer worth preserving permanently.
- 6.2 Unwanted material will be treated in one of the following ways:
- returned to the depositor
 - confidentially destroyed, with the depositor's permission, by an approved contractor, in accordance with Lancashire County Council's *Information Governance policy no 9 – Retention and Disposal/ Destruction Policy, 2020*.
 - transferred, with the depositor's permission, to another archive service

6.3 The appraisal and disposal of material will be recorded in Lancashire Archives' collections management system.

Lancashire Archives

Collections Information Policy

1 Purpose of Policy

- 1.1 This policy is one of several existing policies relating to different elements of the Heritage collections which are preserved and managed by Lancashire County Council. The aim of the policies is to ensure that the diverse elements of the Heritage collections are properly managed and preserved, and are made available in the most appropriate manner to ensure their long-term survival and usability.
- 1.2 This policy forms part of the suite of policies relating specifically to the collections held by Lancashire Archives. It should be read in conjunction with the ***Collections Management Policy***, which provides a definition of archives and describes the statutory and legal basis for Lancashire Archives and the management of its collections, the framework of standards within which it operates, and the code of ethics followed by staff documenting the collections.
- 1.3 This policy explains in more detail how Lancashire Archives documents its archive collections.
- 1.4 We will review this policy no later than 5 years after the date of approval.

2. General principles

- 2.1 Lancashire Archives recognises that good documentation of its collections, through accessioning, cataloguing and other activities, is fundamental to collections management and to good public access.
- 2.2 Professionally-qualified archivists, committed to the Code of Ethics of the Archives and Records Association UK and Ireland, are responsible for the quality of the information provided by Lancashire Archives about its collections.
- 2.3 Newly-created collections information largely meets common international standards and principles governing the creation of catalogues for archives.
- 2.4 Lancashire Archives is committed to improving the quality of collections information in terms of its structure and completeness, particularly in terms of current standards.

- 2.5 This commitment is balanced, with the need to facilitate access to the archive collections by making available information written before the development of current standards, or information intended originally as a draft.
- 2.6 Our aim is to consolidate all collections information, in a consistent manner, conforming to agreed standards, in CALM, our collections management software application.
- 2.7 Our ***Collections Information Plan*** shows how we intend to make progress in this area.

3. Acquisitions

Recording the provenance of archive material acquired by Lancashire Archives is essential in preserving the integrity of Lancashire's archival heritage.

- 3.1 As much relevant information as possible about the archives is gathered and recorded at the point of acquisition.
- 3.2 Information about all acquisitions made since the archive service was established in 1940 is recorded in CALM.
- 3.3 Each accession record in CALM has a unique reference and is completed with:
 - a preliminary indication of the scope, content and creation dates of the archives
 - information about the legal status of the acquisition, any restrictions on access, and information relating to intellectual property rights and data protection.
 - the bulk of the acquisition expressed in cubic metres (m³) for physical collections or mega bytes and gigabytes (MB and GB) for digital material.
 - the date of acquisition
 - information about appraisal decisions
 - a status indication, enabling the processing of each acquisition to be tracked.
- 3.4 Information about depositors, vendors and donors, who receive a formal receipt for each acquisition, is stored in the Depositors database in CALM in accordance with current data protection legislation.
- 3.5 An annual return of acquisitions is supplied to The National Archives through the *Accessions to Repositories Survey*. Relevant material is also notified to the Manorial Documents Register.

4. Cataloguing

Existing catalogues, providing detailed information about collections to item level, and the ongoing cataloguing programme at Lancashire Archives underpin the promotion and management of public access to archive collections.

- 4.1. Lancashire Archives coordinates cataloguing through service planning to achieve a strategic, managed and flexible approach to creating new and improved information about the collections in its care, whether traditional archive collections or born-digital archives.
- 4.2. Lancashire Archives' catalogues largely conform to the General International Standard of Archival Description (ISAD (G)) We are working towards greater conformity with this and to the International Standard Archival Authority Record for Corporate Bodies, Persons and Families (ISAAR (CPF)) and the National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names.
- 4.3. Newly completed catalogues are usually made available in hardcopy format in the Lancashire Archives searchroom and in LANCAT, our online catalogue. A copy is also provided to the donor or depositor. Large catalogues may be available only in electronic format.

5. Other listing and descriptions

- 5.1. We recognise that interim box-listing, draft lists or high-level collection descriptions provide a helpful and more immediate means of access to collections, before they can be fully catalogued.
- 5.2. These types of description are made available in hardcopy format in the Lancashire Archives searchroom and in LANCAT, our online catalogue.
- 5.3. Lancashire Archives has an historic accumulation of material which is not fully catalogued. This is not easily accessible to the public, and may include material more suitable for transfer or disposal. In 2019-2020, a pilot project produced summary descriptions of some uncatalogued collections and a full assessment of their extent and provided a basis for better identifying cataloguing priorities. We will continue to explore possibilities for funding to continue this work to reduce key areas of backlog and achieve a meaningful description of all material held.
- 5.4. Summary information about our collections in the form of thematic handlists and other types of guide are produced and made available online and in hardcopy format in the Lancashire Archives searchroom.

Lancashire Archives

Collections Care and Conservation Policy

1 Purpose of the Policy, monitoring and review

- 1.1 This policy forms part of the suite of policies relating specifically to the collections held by Lancashire Archives. It should be read in conjunction with the ***Collections Management Policy***, which describes the statutory and legal basis for Lancashire Archives, the preservation and management of its collections, the framework of standards within which it operates and the code of ethics followed by staff caring for and working on the collections.
- 1.2 The *Collections Care and Conservation Policy* outlines the strategic approach of Lancashire Archives in caring for and conserving its archive collections to ensure that they will be available for future generations to use and enjoy. It provides a comprehensive statement on the preservation of the archive collections and communicates the principles that guide the conservation activities necessary for their long-term protection and security.
- 1.3 The *Collections Care and Conservation Policy* provides a framework to aid managerial decisions on future development, a source of information to staff who share a common responsibility in caring for the collections, a statement of commitment to archive users and depositors, a supporting document to facilitate funding applications, and a benchmark to improve standards and measure performance.
- 1.4 The following British Standards underpin this policy:
BS 4971:2017 Conservation and care of archive and library collections;
PAS 197:2009 Code of practice for cultural collections management;
BS EN 16893:2018 Conservation of Cultural Heritage – Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections.
- 1.5 The Archives Service Manager, the Senior Archivist and the Archive Conservators are responsible for developing the *Collections Care and Conservation Policy* and for ensuring that it is implemented, monitored and reviewed.
- 1.6 The Archives Service Manager is responsible for ensuring that there is adequate funding for collections care and conservation at Lancashire Archives and sufficient trained staff with appropriate knowledge to accomplish long-term objectives in this area.

1.7 We will review this policy no later than 5 years after the date of approval.

2 Collections Care and Conservation principles

2.1. Lancashire Archives stores archival material, whatever its nature or format, in secure and suitable accommodation with appropriate environmental conditions and environmental monitoring.

2.2 We follow relevant national standards and best practice, and a professional code of ethics, in all aspects of collections care and conservation

2.3 We adopt a risk management approach to collections care and conservation, with an ongoing programme of benchmarking, condition surveys and assessment followed by appropriate remedial action.

2.4 We provide access to archives, while ensuring their protection and minimising the risk from handling.

2.5 We care for our born-digital and digitised collections in accordance with our ***Digital Preservation Policy***

2.6 We carry out remedial conservation work, using appropriate techniques to stabilise and slow down further deterioration with the minimum of intervention.

3 Accommodation for the archive collections (including fire safety)

Lancashire Archives aims to fulfil the recommendations of BS 4971:2017 *Conservation and care of archive and library collections*; and BS EN 16893: 2018 *Conservation of Cultural Heritage – Specifications for the location, construction and modification of buildings and rooms intended for the storage or use of cultural heritage collections*.

3.1 The archive collections are housed in purpose-built accommodation comprising eight strongrooms in two linked buildings. The 1988 addition was described as 'one of the very few repositories to have implemented the [BS 5454] recommendations in full⁴

3.2 In the strongrooms archive collections are stored, according to their physical nature and condition, on clearly-labelled mobile and static steel shelving, wall-mounted metal map racks, and in plan chests and drawers.

⁴ *Archive Buildings in the United Kingdom 1977-1992* the Royal Commission on Historical Manuscripts, 1993

- 3.3 Lancashire County Council's Facilities Management Service inspects and maintains the buildings and implements regular testing and servicing of the fire detection and alarm systems.
- 3.4 All 8 strongrooms are constructed to withstand fire and are fitted with 4-hour fire doors. Smoke detectors are located throughout the building and an automated fire detection and alarm system, compliant with BS 5839-1:2017 *Fire detection and fire alarm systems for buildings. Code of practice for system design, installation, commissioning and maintenance*, is linked to the Lancashire Fire and Rescue Service. Automatic fire extinction is not installed because of the controls in place, and because of proximity to the fire station. In the event of a fire, an automated system of dampers stops airflow in the trunking of the air-conditioning system.
- 3.5 Lancashire County Council's **Fire Risk Assessment** for the record office buildings considers the risk to the archive collections as well as to staff and visitors, and documents the measures in place to minimise the risk of fire. It is held by the Facilities Management Service.
- 3.6 The onsite storage accommodation is approaching capacity. We have procured offsite archival storage accommodation compliant with BS EN 16893:2018, and will use it for little-used collections and/or collections for which surrogates are available.

4 **Security of the archive collections**

Appropriate levels of security reduce the risk of vandalism and theft.

- 4.1 External security is provided by a perimeter fence and gates, which are padlocked after hours. There is security lighting and surveillance by video-recording infrared cameras monitored by Lancashire County Council. An intruder alarm is provided to meet the requirements of DD 245:2002 *Code of practice for the management of false alarms* and PD 6662:2000 *Scheme for the application of European standards for Intruder Alarm systems*. It is auto linked (via a red care auto dialler) to CHUBB Central Monitoring Station and then in turn to an external security company.
- 4.2 All doors are fitted with appropriate locks. Access to the staff and strongroom areas is restricted to relevant staff and operated by electronic security badges.
- 4.3 Lancashire Archives subscribes to the Archives and Records Association Archive Card. Everyone visiting Lancashire Archives is required to log in and out of the building. We issue badges to volunteers and accompany visitors at all times.

- 4.4 Searchroom staff operate a security barrier to allow access to and from the secure area of the searchroom where archives are consulted.
- 4.5 We provide lockers so that visitors can secure their personal possessions and do not bring large items and bags into the secure area of the searchroom.

5 Environmental control and monitoring

Lancashire Archives aims to provide environmental conditions which conform with BS 4971:2017 *Conservation and care of archive and library collections* and BS EN 16893:2018 *Conservation of Cultural Heritage – Specifications for the location, construction and modification of buildings and rooms intended for the storage or use of cultural heritage collections*.

- 5.1 Air-conditioning systems, replaced in 2011, operate in both buildings. Lancashire County Council's Facilities Management Service maintains the plant and undertakes remote monitoring of temperature and relative humidity in the each of the eight archive strongrooms and the public areas.
- 5.2 Archive conservators also use electronic thermohygrograph data loggers programmed to capture environmental monitoring data every 30 minutes. We check these readings daily and analyse them monthly. Key archive staff receive emailed alerts if readings fall outside desired parameters.
- 5.3 Detailed investigation is made and corrective action taken if readings make a significant excursion outside the desired parameters of 35%-55% RH (relative humidity) and 14°C-20°C.
- 5.4. In order to reduce the risk of UV and light damage the archive storage areas have no windows. Energy-efficient artificial lighting has automatic emergency mechanisms and the fluorescent tubes are protected by diffusers. Windows in public and staff working areas are fitted with vertical blinds. An automatic presence-detection system controls the strongroom lighting and minimises light exposure for the collections.
- 5.5 Lancashire Archives recognises the importance of a safe clean environment in the storage areas and the value of good housekeeping in collections care. All strongrooms are cleaned regularly, on a cyclical rota, and are inspected by the archive conservators as part of the routine monitoring of these areas. This is undertaken at least twice each week.
- 5.6 Pest monitoring is conducted by the placement of sticky insect blunder traps within strongrooms and storage areas. These are checked and analysed monthly so that any pest discovery can be identified, the risk to collections assessed, and appropriate corrective action taken.

5.7 At Lancashire Archives collections care is the responsibility of every member of staff. Wherever possible we survey and treat potential new accessions at source to minimise the risk of infestation and of carrying and transporting contaminated material.

5.8 New accessions are stored in the Loading Bay where we inspect and assess them for further action. We clean all dirty items and rehouse them in archival packaging materials. If we discover mould or pest activity we isolate the item or collection, and the conservation team undertakes appropriate cleaning or treatment.

6 Packaging and storage of the archive collections

Appropriate cleaning, packaging and storage reduces the risk of damage to the archive collections. Archival-quality enclosures, packaging and storage furniture provide protection from light, dust, handling and mechanical damage. They also provide a buffer against environmental fluctuation and aid document production and access. Within the strongrooms collections are stored on mobile and static steel shelving, wall-mounted metal map racks, and in plan chests

6.1 Archive-quality materials are used for all enclosures, packaging and mounting. These include high quality acid-free paper and board, polyester sleeves and high purity papers for photographic enclosures, Tyvek seal bags, unbleached tape, and brass paperclips, all of which meet the technical specifications recommended in BS 4971:2017, and are purchased from reputable archive conservation suppliers.

6.2 The in-house box-making service makes most folders and boxes. A flatbed digital cutting machine and software creates both standard and bespoke packaging. This provides the optimum storage solution for the archive collections – an acid-free environment of light, but strong and stackable reusable packaging, which is safe for long-term storage, and easy for staff to handle. Supplies of standard boxes and enclosures, and polyester sleeves, are readily available for use.

6.3 We assess the physical condition of all new accessions in a designated area and provide appropriate preventive conservation treatment, including cleaning. Contaminated archive material, which has the potential to harm or infect other collections, is placed in isolation and assessed by trained conservation staff who determine appropriate treatment.

6.4 We carry out an ongoing programme of re-boxing and of cleaning and repackaging earlier accessions which are not housed to current standards.

- 6.5 We store archives in the strongrooms according to their physical nature and condition - on shelves, in plan chests, drawers and boxes as appropriate for their format. The location of items is clearly indicated by shelf signs and labels.
- 6.6 We seek to maintain a tidy and safe environment in the strongrooms. We carry out annual risk assessments and manual handling training to ensure up-to-date procedures for the safety of staff and collections.

7 Conservation treatments

Remedial conservation is essential for the long-term survival and accessibility of the archive collections.

- 7.1 At Lancashire Archives a trained and qualified archive conservator carries out remedial conservation work and conservation treatments. Work is undertaken in accordance with health and safety requirements and appropriate risk assessments, and following nationally recognised ethical and technical standards – especially BS 4971:2017 *Conservation and care of archive and library collections*, and the Institute of Conservation's *Professional Standards and Code of Conduct* 2014.
- 7.2 Archive conservators carry out condition surveys and audits using the *Benchmarks in Collection Care* assessment tool to inform the direction of conservation work. By auditing current practice, and identifying archives likely to deteriorate because of chemical or mechanical damage, we can determine future conservation priorities.
- 7.3 We prioritise the treatment of individual items depending on user demand, the context of the item within the collection, or its physical condition.
- 7.4 We assess material before undertaking conservation work in order to determine the most appropriate treatment.
- 7.5 We carry out reversible remedial conservation treatments with the minimum of intervention in order to retain the integrity and authenticity of the item. The future storage format, storage location, and anticipated use of the item also influence the level of treatment applied.
- 7.6 We record all conservation treatments and examinations through condition reports, and include photographic documentation where appropriate.
- 7.7 We use the CALM archive management system to record information about the physical condition of archives, and are working towards incorporating conservation requirements and treatment documentation there also.

8 Access and Handling

Lancashire Archives welcomes people from all sectors of the community and aims to provide access for everyone in accordance with the **Lancashire Archives Access Policy and Standards**.

- 8.1 Lancashire Archives makes catalogued archives available to all users for consultation in appropriately controlled and supervised conditions, and in accordance with the current **Searchroom Rules**. Uncatalogued material or archives deemed to be at risk in their present format or condition may be produced under supervision, following advice from an archive conservator. We do not produce any materials assessed as too fragile or at risk.
- 8.2 Access to archives is subject to legitimate closure requirements, the reasonable wishes of the depositor, and the physical condition of the item.
- 8.3 Lancashire Archives supports the use of surrogate copies and makes them available where the condition of the original material is unstable, or where current or anticipated use will pose a threat to its survival. We provide both microfilm and digital surrogates. Researchers are encouraged to use these to minimise handling and reduce the risk of further damage to the original.
- 8.4 The greatest vulnerability of archive collections is through handling. The archive conservators train both staff and volunteers in the proper handling of archives and in promoting best practice in the searchroom.
- 8.5 We provide equipment and training for the movement and production of archives to minimise the risk of physical damage. We also provide handling aids and guidance for the correct handling of specific materials.
- 8.6 We provide researchers with appropriate aids (including book cushions, protective polyester sheets, and a variety of weights) to protect books and archives, and give instruction on their use.
- 8.7 Lancashire Archives recognises the value of using digital technology to increase access to archives and safeguard the collections. Many archive catalogues are available remotely through the online catalogue, LANCAT, and The National Archives *Discovery* website. An increasing number of original Lancashire archives is also being made available online. Digitisation is carried out in line with our **Digitisation Policy**.
- 8.8 We supply photocopies and digital copies of documents in accordance with our **Copying Policy** to allow remote access to the collections.

- 8.9 Lancashire Archives recognises both the benefits of displaying archives and the risks of exhibiting original documents. Material from the archive collections is made available for exhibition in line with national and professional standards. Institutions and individuals borrowing original material for exhibition are required to comply with the terms and conditions specified in our ***Exhibition Loan Agreement***.

9 Disaster planning

- 9.1 Lancashire Archives maintains a service-specific ***Emergency Preparedness, Resilience and Response Plan***, which sits within Lancashire County Council's corporate plans and the Libraries, Museums, Culture and Archives plan. This ensures protection of the buildings, archive collections and staff as well as the most appropriate response to recover archival holdings and make provision for business continuity and recovery in the event of an emergency. The plan has provision for staff training and testing.
- 9.2 Lancashire County Council subscribes to Harwell Document Restoration Services as a Priority User. Harwell will provide recovery and emergency salvage services in the event of a disaster.
- 9.3 Disaster and recovery materials and equipment are located in the Conservation workshop in a designated 'Disaster Bag'. Items that should be contained in the bag are listed on a card in the front of the bag. Plastic sheeting is located in the Conservation workshop in a floor-level, brown plastic crate marked 'Emergency Plastic Sheeting'. All items are checked and monitored annually to ensure they are replaced after use or expiry.

10 Communication and training

- 10.1 Lancashire Archives provides advice and guidance on best practice and the importance of collections care to other Lancashire County Council services, outside organisations and institutions, community groups, owners of private archives and the public.
- 10.2 We communicate an understanding of the nature and value of archives and the importance of collections care and appropriate conservation through outreach activities and in exhibitions, publications and information leaflets.
- 10.3 We support and develop staff to deliver high quality services in line with the framework of Lancashire County Council's corporate strategy, the LMCA training plan, and the Lancashire Archives ***Training and Development Policy***. All staff and volunteers are trained in handling archives and in safe working practices and emergency procedures.

- 10.4 Lancashire Archives maintains active professional relationships with the archival and preservation communities and organisations in the UK, including the Archives and Records Association and the Institute of Conservation. We subscribe to membership of the National Conservation Service, which provides professional and technical advice, support and training.
- 10.5 This policy will be communicated to all interested parties and made available to the public on Lancashire County Council's website.

Lancashire Archives

Access Policy

Access Policy Statement

Lancashire Archives collects and preserves archives and documents to provide a unique resource for everyone interested in Lancashire's history and people.

We recognise the diversity of people and communities and welcome everyone, including people from outside Lancashire. We seek to identify and eliminate all forms of discrimination and are committed to promoting equality of opportunity in all aspects of the service. We want to make our information and services more accessible to the people we serve.

Access to the building

We provide direct public access to Lancashire's archive collections, free of charge, and (in normal circumstances) without the need for an appointment or reservation, in the public searchroom of the Lancashire Archives building in Preston. Staff help visitors to find the information they need and can assist in reading and interpreting the archive material.

The building is fully accessible for disabled people.

It is normally open to the public for at least 30 hours per week, at the following times:

Monday	Closed
Tuesday	9.30am-5.00pm (second Tuesday of each month till 7.00pm)
Wednesday	9.30am-5.00pm
Thursday	9.30am-5.00pm
Friday	9.30am-5.00pm
Saturday	10.00am-4.00pm (second Saturday of each month only)

There is a small pay and display visitors' car park with parking for Blue Badge holders

Access details

Lancashire Archives
Bow Lane
Preston
PR1 2RE

Phone: + 44 (0)1772 533039

Email: archives@lancashire.gov.uk

Website: www.lancashire.gov.uk/archives Twitter: [@lanchistory](https://twitter.com/lanchistory)

Access to the archive collections

We provide direct public access to the archive collections in accordance with our *Collections Management Policy*, our *Access Standards* and our *Searchroom Rules* and relevant legislation [see statutory framework *below*].

We make archive collections available to people who

- hold a current ARA Archives Card
- have registered their presence in the searchroom
- agree to comply with the *Searchroom Rules*

We make archive collections available unless

- there is a statutory exemption prohibiting access
- the owner of the collection has placed a restriction on access
- access is likely to cause physical harm to the archives
- there is a surrogate or other alternative copy available

People visiting Lancashire Archives in person to use the archive collections may:

- use a variety of guides, lists and indexes to identify archive collections which may assist their research
- pre-order archives to look at when they visit
- research original archive material
- use access copies of sound material and born-digital material. We recommend that people enquire in advance whether a particular recording can be made available.
- use surrogate copies of archives held here or elsewhere
- use the extensive Lancashire Printed Collection to provide secondary source material to enhance their research
- access the internet free of charge in connection with their research
- consult staff about the archive collections, research skills, and other avenues of research
- order copies of archive material (chargeable)
- take their own photographs of archive material (for a facility fee)

Access to the archive collections from a distance

We respond to enquiries about the archive collections received by letter, email and telephone in accordance with our *Access Standards* and Lancashire County Council's corporate strategy.

People wanting to use Lancashire Archives collections from a distance may:

- view our website to find information about the service and the archive collections and to search lists and indexes online

- search our online catalogue, LANCAT, to identify archive collections which may assist their research
- search *Discovery* catalogue on the National Archives web site to identify Lancashire archive collections which may assist their research
- view an increasing number of Lancashire records online through *Ancestry* and *Find My Past*
- write, email or telephone with an enquiry about our archive collections or for general information about the service
- order copies of archives through our website
- choose to employ a record agent from our published list to carry out research on their behalf
- search the Lancashire Library catalogue to identify books which might assist their research

Access to copies of material from the archive collections

We supply copies of material in accordance with our *Copying Policy* and relevant legislation.

We supply copies of archives to people who:

- have received a quotation for the cost of the copies and have paid in full in advance for all the copies they require
- have completed and signed a copyright declaration form for each item requested or have agreed to the copyright terms as part of the online ordering process

We make and supply copies of material from archive collections unless:

- there is a statutory exemption prohibiting copying
- the owner of the collection has placed a restriction on copying
- copying is likely to cause physical harm to the archives
- copying is likely to cause an infringement of copyright legislation

Access for groups of people

We welcome visits from any interested groups including adult learners, community groups or leisure interest groups and welcome enquiries from schools, colleges and universities.

We do usually charge for group visits. Details are available, along with a booking form, on request.

Access to archives containing personal information

We deal with subject access requests under the Data Protection Act and requests for information under the Freedom of Information Act in accordance with relevant legislation and Lancashire County Council procedures.

We refer the request to the appropriate data controller or information officer and inform applicants about the progress of their requests.

Where access to information from records not yet fully open is granted by the data controller or information officer, we may supply copies of the information for a fee.

Lancashire Archives works within the following legal framework:

STATUTORY FRAMEWORK

Local Government (Records) Act 1962

Local Government Act 1972: s224 and 226(5)

Local Government (Access to Information) Act 1985

Public Records Act 1958 (especially s3(6) and s4(1)) as amended 1967

The Law of Property (Amendment) Act 1924

Church of England Parochial Registers and Records Measure 1978, amended 1992

Manorial Document Rules, 1959-67;

Tithe Act 1936

Tithes (Copies of Instruments of Apportionment) Rules, 1960-1963

Data Protection Act, 2018

Freedom of Information Act, 2000

Representation of the People Act, 2000

Environmental Information Regulations 2004

Equality Act 2010

Access Standards

Lancashire Archives is an Accredited Archive Service. We are committed to giving a high standard of service at all times.

If you visit Lancashire Archives in person we will:

- be friendly and helpful at all times
- inform you of relevant policies, procedures and charges
- protect your personal data in accordance with the General Data Protection Regulation and the Data Protection Act 2018
- provide lockers for the security of your personal possessions and papers that are not allowed into the secure area of the searchroom provide lists, indexes, guides and reference books to help you identify, use and understand the records you need
- assist you to identify the material you need to consult, and do our best to answer your questions
- provide professional advice about the archives we hold and how to use them for your research
- produce material on demand until 30 minutes before closing time, aiming to produce documents within 20 minutes of your request or to tell you why we can't

- provide copies of documents and recordings for you, wherever possible, for a fee, in accordance with our copying policy and current charges, or explain to you why an item is unsuitable for copying

If you contact us by letter or email we will:

- respond to your enquiry within 5 working days of receipt (10 for more complex enquiries) and forward copies within 5 working days of payment.
- suggest alternative appropriate avenues of research if we are unable to help
- respond to your enquiry in compliance with relevant legislation

If you contact us by phone we will:

- respond in a friendly and professional manner and tell you to whom you are speaking
- answer basic enquiries at once or phone you back within an agreed time
- invite you to forward more complex enquiries by letter or email, or to visit in person

If you visit Lancashire Archives we expect you to:

- Register for an ARA Archives Card and bring your ARA Archives Card each time you visit. You need this in order to use original documents
- Follow our *Searchroom Rules* and agree to observe them
- Handle all documents and books with care using any protective materials, book supports or weights provide and follow any instructions from staff
- Tell us clearly and concisely what you want, or what you are trying to find out. We can only help you if you give us enough information to understand and answer your enquiries
- Treat us as courteously as you would like us to treat you
- Help us to improve our service by telling us what we do well and not so well

If you are unhappy with any aspect of our service we want to know

- Please talk to the Searchroom Manager or the duty archivist who will try to sort things out
- If you are still not satisfied, please ask to speak to the Archives Service Manager, Mrs Jacquie Crosby; or write to her at Lancashire Archives, Record Office, Bow Lane, Preston, PR1 2RE (email: archives@lancashire.gov.uk)
- If you feel that your complaint has still not been resolved please ask for an official Lancashire County Council complaint form
- You can also make any compliments, comments and complaints about our service through the Lancashire County Council website: www.lancashire.gov.uk

Widening Access and engagement

We are committed to widening enjoyment and understanding of Lancashire's archives in all sectors of the community.

We offer an annual programme of talks, events and exhibitions every year to promote the archive collections and to encourage new people to enjoy and explore their heritage. We use digital resources and social media and are always looking for innovative ways to engage with new and existing audiences.

We contribute to the wellbeing of our community by providing opportunities for people to enjoy culture and heritage and to live healthy lives through engagement with Lancashire's archives.

We welcome interest from the media. Facility fees may be payable and an acknowledgment will be required.

We welcome the views of all our users, potential users and other stakeholders and collect, monitor and evaluate all feedback to improve service delivery and to meet their needs. We seek their views in a variety of ways including feedback forms, monitoring forms for new users, focus meetings, and occasional user surveys.

Report to the Cabinet

Meeting to be held on Thursday, 11 June 2020

Report of the Head of Service - Policy Information and Commissioning (Start Well)**Part I**Electoral Division affected:
(All Divisions);**United Kingdom Resettlement Scheme**

(Appendix 'A' refers)

Contact for further information:

Saulo Cwerner, Tel: 07958513158, Equality and Cohesion Manager,
saulo.cwerner@lancashire.gov.uk**Executive Summary**

The Government announced, in the summer of 2019, a new refugee resettlement programme, the United Kingdom Resettlement Scheme. This scheme will resettle refugees from many different nationalities and will consolidate a number of existing programmes. Local authorities have been invited to submit pledges to resettle refugees under the new scheme and many district councils in Lancashire and Blackpool Council have already committed to participate. The scheme is fully funded by central Government, with no financial implications to local authorities. Lancashire County Council is already working with other local authorities in Lancashire to deliver the Syrian Resettlement Programme and the Vulnerable Children Resettlement Scheme, through which over 600 refugees have been resettled in Lancashire in the past four years.

Recommendation

Cabinet is asked to approve that:

- (i) The county council continues in its role of lead authority, and coordinates the delivery of the United Kingdom Resettlement Scheme in Lancashire.
- (ii) The county council continues to work with the Home Office and regional partners in order to seek additional pledges from local authorities, so Lancashire can resettle a proportionate number of refugees within the Government's overall commitment to refugee resettlement.
- (iii) The county council continues to commission projects and services, using central Government funding, that aim to develop a sustainable infrastructure for refugee integration into our communities.

Background and Advice

In 2015, the Government announced the biggest increase in refugee resettlement in recent times, pledging to resettle 20,000 Syrian refugees by 2020. In the following year, Local Authorities in Lancashire came together and pledged to resettle 575 refugees during that period, with Lancashire County Council acting as the lead authority and coordinating delivery across Lancashire. Less than four years since that pledge, the Lancashire Refugee Resettlement Programme has resettled in excess of 600 refugees, most of them Syrians.

The current resettlement schemes delivered in Lancashire are fully funded by central Government, with the county council (on behalf of all participating local authorities) receiving in excess of £20,000 per resettled refugee over five years to help it settle and integrate the new refugee communities in Lancashire. This external funding has allowed local authorities in Lancashire to commission dozens of third sector organisations to help deliver integration services and projects.

The county council coordinates the delivery of the resettlement programme in Lancashire. The council coordinates allocations and arrivals, and provides strategic direction, advice and guidance to various stakeholders and, in the past 18 months, have been commissioning a range of services and projects to help refugees integrate and make valuable contributions to communities across Lancashire. The council now employs a small team, fully funded by central Government, to commission specialist integration services, particularly in the areas of community integration, employment, business development, health and wellbeing, refugee support, and interpreting and translation.

This work aims to build a sustainable infrastructure for refugee support and refugee integration in our communities. It includes a refugee mental health service, centred on refugee trauma, a refugee health and social care advocacy service, specialist employment advisers working with Job Centres, an enterprise network, and projects that aim to foster cultural exchange and the building of bridges between refugee and established communities. To help commission this work, the county council has established a number of grant schemes, funded by the resettlement programme. These grant schemes are enabling an increasing number of third sector organisations in Lancashire to access funding to develop integration work with refugees and local communities.

A significant part of the county council's work is devoted to partnership building, training and raising awareness of the needs and assets of refugees and refugee communities. Our developing work with health providers, Job Centres, employers, education providers, and voluntary and community groups is helping shape a welcoming environment for refugees in Lancashire. The support services that we commission for refugees are opening up opportunities for positive contributions by these new groups to our communities and economy.

The county council is also taking a leading role in advising and supporting faith and voluntary organisations who are setting up community sponsorship schemes for refugees in Lancashire. Four such schemes are already in operation, with several

more in the pipeline. Community sponsorships are seen by Government as a key tool for refugee resettlement in the coming years.

The county council's leading role in refugee resettlement in Lancashire also allows us to take a strategic role in asylum seekers dispersal in our sub-region. At present, nearly 1,000 asylum seekers are dispersed in the county council area, with all districts participating in the scheme. The integration services commissioned by the county council, and funded through the resettlement programme, are increasingly aimed at benefiting the wider refugee and asylum seeker population in Lancashire, currently estimated at over 2,000.

District councils and unitary authorities in Lancashire support the Refugee Resettlement Programme mainly by providing pledges, sourcing houses for the refugee families, and commissioning some local services. From 2020, the county council will be supporting some of the other local authorities with sourcing the required housing. However the responsibility of ensuring that properties meet local authority standards will remain with district councils and unitary authorities.

In June 2019, the Government announced a new resettlement programme, the *United Kingdom Resettlement Scheme*, to replace and consolidate all of the resettlement schemes currently operating in the United Kingdom (the largest being the Vulnerable Persons Resettlement Scheme - also known as the Syrian Resettlement Programme, and the Gateway Protection Programme). The new scheme will involve the resettlement of refugees from a diverse range of nationalities, although it is expected that, in the first stages, most refugees resettled under it will be Syrians.

In August 2019 the Home Office issued a note to local authorities (Appendix 'A') detailing the operational features of the new scheme, including a commitment to resettle 5,000 refugees nationally, which is equivalent to the overall number of refugees currently being resettled under various existing schemes. The note also confirmed that the funding for the new scheme will be in line with the current funding for the Syrian Resettlement Programme (also known as the Vulnerable Persons Resettlement Scheme). This means that all services commissioned and delivered under the new scheme will have no financial implication for the county council or our local authority partners.

On 20 December 2019, the Director of Resettlement, Asylum Support and Integration in the Home Office wrote to local authorities to request pledges to resettle refugees under the new scheme. Most local authorities in Lancashire have already made pledges, with more likely to follow. There are currently 12 (out of 14) local authorities in Lancashire, resettling refugees in the county and it is likely that most of those 12 local authorities will continue to play a role in refugee resettlement in the future.

In the summer of 2019, the county council conducted a review of the current arrangements of the Lancashire Refugee Resettlement Programme, and all local authorities expressed support for the role of the county council as the lead authority, and also to the commissioning and refugee integration work carried out by the county council refugee integration team, which is fully funded by Home Office grants.

This paper's recommendations, if approved, will consolidate the role of the county council as the lead strategic and operational player in refugee resettlement in our sub-region. The work of the county council is increasingly acknowledged locally, regionally and nationally, with some of our strategic approaches and commissioned services becoming best practice in the field. Our involvement in the United Kingdom Resettlement Scheme will allow this work to continue, and will establish a sustainable infrastructure of refugee support and refugee integration, both within mainstream services, and in our communities.

The proposal and implementation of the United Kingdom Resettlement Scheme in Lancashire will closely follow the parameters of the local response to the Covid-19 crisis, including government and local guidance, and the recovery of local services. In order to ensure this, relevant officers in Public Health and the Lancashire Resilience Forum will be consulted and, if required, all relevant approvals will be sought.

The global refugee crisis shows no signs of abating. There are currently more than 1.5 million refugees worldwide who are in need of resettlement in a third country, and the Government's continuing commitment to refugee resettlement is placing the United Kingdom at the forefront of global efforts to deal with the refugee crisis. Resettled refugees have complex needs and vulnerabilities, but also bring new assets to the communities where they are resettled – skills, knowledge, social capital and cultural diversity. The county council has been playing a significant and increasing role in supporting not only refugees, but also communities, public services, the third sector and businesses across Lancashire. We are building substantial expertise that is increasingly being used by partners across the region and other parts of the country. This decision will allow this expertise to continue to develop and benefit refugees, hosting communities, services and businesses in Lancashire for years to come.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

Not approving the recommendations of this paper would greatly reduce the capacity of local authorities to plan and deliver refugee resettlement in Lancashire. Most local authorities in Lancashire do not have the capacity to plan, commission and deliver the services that are needed to meet our requirements under resettlement programmes. All participating local authorities in Lancashire need the support from the county council, and have reiterated the need for the county council to act as the lead authority in our sub-region. Discontinuing the county council's role would in turn reduce the Government ability to deliver on its refugee resettlement pledges, of which Lancashire and Lancashire County Council have been an integral part.

Financial

All services commissioned and delivered by the county council (including staffing costs) as a result of this decision will be fully funded by Home Office grants, and will have no financial implications to the council. The funding agreement to be signed by all participating local authorities will detail the financial role of the county council (including its status as the lead authority for claiming of grants), and the process by which the other councils will claim their costs.

Legal

The funding provided by the Home Office is through grant agreements, with a Funding Instruction delineating expected outcomes. The county council is revising the previous memorandum of understanding between the participating local authorities so that it sets out the arrangement and the responsibilities of all local authorities participating in the new refugee resettlement scheme. The revised memorandum of understanding will be considered by all participating local authorities.

Equality and cohesion

The decision will have a positive impact on community cohesion as many of the services commissioned by the county council aim at fostering good relations between new refugee communities and established communities in Lancashire. Our services and projects also have regard to protected characteristics and sub-groups within the new refugee communities, particularly age, gender and race. The fact that the refugee integration team sits within the Equality and Cohesion Team means that our refugee resettlement work can draw on established expertise and best practice in equality and cohesion.

Personnel

All staff who will be involved in the United Kingdom Resettlement Scheme in the county council will be fully funded by external grants. Although changes to staffing levels and roles may occur, they will follow usual procedures and approvals.

Procurement

The Lancashire Refugee Resettlement Programme already funds a post that sits in the Procurement Service. If approved, this decision will mean that this resource will continue to support our commissioning activity, and have no financial cost to the council. Having dedicated procurement staff also helps ensure that all our commissioning of refugee integration services adheres strictly to procurement rules.

List of Background Papers

Paper	Date	Contact/Tel
-------	------	-------------

None

Reason for inclusion in Part II, if appropriate

N/A



Home Office

UK Resettlement Scheme

Note for Local Authorities

August 2019

Introduction

Resettlement continues to be a critical protection tool, providing a pathway to safety for refugees who can no longer remain in their host-countries. With the support of local government, the UK's existing schemes have provided safe and legal routes for tens of thousands of people to start new lives. However, the global need for resettlement continues to grow; the United Nations High Commissioner for Refugees (UNHCR) estimate that in 2020 more than 1.4 million refugees will need to be resettled.

The UK Government confirmed on 17 June 2019 its ongoing commitment to resettlement, announcing plans for a new UK Resettlement Scheme which will see thousands more refugees provided with a route to protection when it begins in 2020. This briefing note sets out further information for local authorities about the new scheme.

Overview

The UK Resettlement Scheme will consolidate the existing Vulnerable Persons' Resettlement Scheme (VPRS), Vulnerable Children's Resettlement Scheme (VCRS) and Gateway Protection Programme which will all naturally come to an end in 2020. This new scheme will be open to refugees identified by UNHCR to be in need of resettlement to the UK because of their vulnerability and does not have a specific geographical focus. Those resettled through our Community Sponsorship and Mandate routes will be in addition to our yearly, global commitment.¹

We are looking for the ongoing support and participation of local government across the UK and encourage local authorities to submit their offer of places for the new scheme as soon as possible. We continue to warmly welcome interest from those authorities who have yet to take part in resettlement.

We are planning a smooth transition, with arrivals under the new scheme expected to start once arrivals under the VPRS are completed; this is estimated to be in Spring 2020. We expect there to be a seamless continuation of arrivals between the current and the new scheme. This is in line with feedback from regional Strategic Migration Partnerships (SMPs) on what local authorities would find most helpful in transition.

We would also welcome conversations with local authorities who are able to offer additional places under the current schemes. This would enable authorities to maintain momentum with their arrivals and ensure consistency in provision of services as we move towards the start of the new scheme.

Eligibility

The new UK Resettlement Scheme will continue to be based on vulnerability, with refugees assessed for resettlement by UNHCR against their [resettlement submission categories](#). We will work closely with UNHCR to identify vulnerable refugees from around the world where resettlement to the UK offers the best durable solution.

¹ More information on all current resettlement schemes can be found [here](#)

Who we will resettle

In the first year of the new scheme it is anticipated that the caseloads of refugees we resettle will continue to look broadly similar to those we see under our existing schemes, with the majority coming from the MENA region. We already operate in line with UNHCRs global priorities and will continue to do so, however over time the nationalities of refugees resettled may change in response to world events and the global context.

As the profiles of those we resettle change, the Home Office will continue to work closely with SMPs and local authorities to match refugees to housing availability in areas that can provide appropriate support to those we resettle.

How many people we will resettle

In the first year of operation of the new scheme, the UK will aim to resettle in the region of 5000 refugees with those arriving through our Mandate and Community Sponsorship routes additional to this number. The Government remains committed to resettlement, and decisions on the number of refugees to be resettled in subsequent years will be determined through future spending rounds.

Year on year, resettlement volumes are likely to fluctuate according to the flow of referrals from overseas and the availability of suitable accommodation and support in the UK.

Role of local authorities

Local authority participation in the new scheme will continue to be voluntary, with refugees allocated in the same way as currently under VPRS and VCRS. We will continue to work closely with local authorities across the UK to ensure they are able to support those who are allocated to them for resettlement under the new scheme.

Local authorities will retain the same role in the community sponsorship process and we would ask they continue to engage positively with groups that come forward to participate in community sponsorship.

Role of regional Strategic Migration Partnerships

SMPs will continue to provide support to local authorities to help deliver resettlement, including coordinating offers of places and planning for the arrival of refugees, together with sharing of expertise and knowledge to enable councils to resettle successfully.

Funding package

The funding package available under the new scheme will mirror that currently paid under VPRS and VCRS; a local authority will receive a five-year tariff of £20,520² for each refugee with an additional education tariff (for year one) for children aged 3-18 years. Additional funding will continue to be made available, on a case by case basis, for exceptional costs incurred by local authorities, including; property adaptations, void costs for larger (4 bed) properties, special educational needs, and adult social care.

² £20,000 in Northern Ireland as social care element paid directly to Department of Health

The post-arrival resettlement support requirements of local authorities will mirror those issued under the VPRS and VCRS.

Healthcare

All refugees referred for potential resettlement undergo a health assessment through International Organization for Migration as part of the resettlement process. The findings of these assessments will continue to be passed to local authorities considering resettlement of that individual to ensure suitable treatment/support can be provided upon arrival.

As with existing schemes, resettled refugees under the new scheme will be able to access healthcare via the NHS free of charge. The £2600 per refugee for health costs made available to healthcare providers under the VPRS and VCRS will continue to be available under the new scheme.

Access to benefits and work

Refugees resettled under the new scheme will have access to mainstream benefits and services to enable their integration; work continues across Government to ensure services meet the needs of refugees. They will also have immediate and unrestricted access to the labour market.

English language

Refugees will continue to be able to access English language tuition that is fully funded through the Adult Education Budget (AEB) if they are unemployed and in receipt of certain benefits; or if they are in an area that is part of the AEB low wage trial and they earn less than £16,009.50. Children in full time education will receive English language support in schools.

Additional language funding of £850pp will continue to be available in year one. This is intended to boost local capacity and supplement mainstream AEB provision. As with the current scheme, Home Office will include outcomes associated with this additional funding in the annual funding instruction. Local authorities will also continue to be able to use the tariff to further top up costs of language provision. Funding will also be available to help with child care costs in relation to attendance at ESOL classes.

Community Sponsorship

The community sponsorship scheme has been a real success and is established now, with a broad range of experience, training and support available to community groups, through Reset, the organisation established to build capacity amongst potential community sponsors. Reset currently provides services including in-person training, a range of online material to support groups in preparing their application and supporting a family <https://training-resetuk.org/> an application checking service and a post-arrival advice line. Reset are also developing resources for local authorities about the process of providing consent.

Please get in touch with your Resettlement Contact Officer and regional SMP lead if you require further information, and to discuss your offer of new resettlement places under the current or future scheme.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

