

Appendix A

Sustainable Communities Scrutiny Committee Local Studies Policy Review Recommendations 09/10

Recommendation	Action	Owner	Cost Implication?	Due Date	Progress Commentary	Progress Aug 2010
That marketing of the local studies provision is undertaken across Council services to promote the unique collections it holds and its contribution to the key priorities for the City within the Sunderland Strategy	Action Plan to be devised for a marketing and communication strategy in relation to Local Studies services within the City, working within budget restrictions.	JFH/VM/Corp Comms	Marketing plan to be devised as part of current Library service provision. Enhanced targeted approach to Local studies would require additional funding (estimated £2,000 - £4,000 per annum) which is not achievable within the current budget.	June - Oct 2010	Discussions with Corporate Communications to work towards delivery plan for promotion of services	Although no dedicated budget for marketing of Local Studies is currently available, services continue to be marketed as part of the Library Service. The Library Service is currently undertaking a major review which will look to improve future service delivery.
That the City Council's Principal Librarian duties include a strategic overview of local studies provision in Sunderland	Job Description for Local Studies Manager to be revised to include strategic overview and outreach work	JFH/VM	No	July/Aug 10	Job Description revised and post to be circulated via Internal Jobs Market, with interviews to be scheduled for July 2010.	Currently working through the City Council's Internal Jobs Market. Those at risk have now been interviewed with next stage applications to be interviewed September 2010.
That an assessment of the feasibility of a research facility being established as a means of generating income and increasing capacity within the Local Studies service be undertaken, and links be made with the City's Registrars service to develop closer partnership working	Investigations to be undertaken to establish the feasibility of a research facility service. Further links and partnership work to be established with City's Registrars to build on previous	JFH/VM	No - Work to be developed as part of the role of the newly appointed manager.	Sept - Dec 10	Previous work undertaken as part of fees and charges policy will assist in the development of the project. Partnership working already established with City Registrars to	This aspect of the review will be addressed as part of the library service review and delivered via appointment of the Local Studies Manager. Continuing to work with the City Registrars to ensure lines of

	partnership working, following appointment of Local Studies Manager				ensure a more joined up approach to service delivery.	communication and best practice are achieved where possible.
That partnership working with other cultural organisations across the region such as the archiving bodies, records offices, museums and other local authorities be further increased	To build on existing working relations with partners across the region to raise the profile of Local Studies services within the City and the region and develop further projects	JFH/VM	No	To commence July 2010 following appointment of Local Studies Manager	Regional Local Studies Working Group already established with all North East Authorities, as well as partnership agreements in place for Archives and Museum services in Tyne and Wear.	Society of Chief Librarians (Heritage Working Group) has been established in recent years, and works to delivering joint projects and shared levels of best practice. Continue to work in partnership with TWAM, English Heritage and regional partners to deliver projects including Heritage Open Days
That the regular users of the Local Studies provision, who are currently providing informal support and advice to ad hoc users, be formally acknowledged as volunteers and co-ordinated through the introduction of Family History Champions and Family History Surgeries and supported through training and development opportunities	Programme to commence which will enable volunteers to work alongside Local Studies Staff to provide advice and support to service users, as well as supporting training and development.	JFH/VM/Local Studies Manager	Initial project to be delivered as part of role of newly identified manager.	To commence July 2010 following the appointment of Local Studies Manager	Appointment of Local Studies Manager will enable project to be taken forward, working with regular users and supporters of the service.	Currently looking to establish focus group/Friends of group, in preparation for the appointment of the Local Studies Manager who will take forward and work alongside the group. Discussions to continue with Sunderland Heritage Forum to ensure input from relevant groups, individuals and

						organisations.
That a guide be produced and widely distributed that summarises the key cultural / heritage organisations across the region and includes specific information on the type of information held by each organisation, their location and accessibility, and advice be sought as to whether this could be coordinated regionally through the Society of Chief Librarians (North East) Local Studies Group	To work with the SCLNE to build on existing electronic resource, which could be promoted as a tool for the region to promote services and activities.	JFH/VM/Local Studies Manager	To be funded from existing budgets.	Ongoing partnership working – specific action will be a key priority for the Local Studies Manager – July 2010	Work on this project has already commenced with a electronic directory of local studies services devised and available throughout the north east.	Ongoing discussions with regional partners to continue to develop electronic directory. Funding issues will need to be investigated for the development and ongoing maintenance of any materials developed as part of the project.
That consideration be given to increasing access to Local Studies resources in the Coalfields area, subject to resources, and in the longer term any plans for future developments for the local studies service to include the Coalfields area	Work with Coalfields area committee to look at future development plans in relation to the heritage agenda within the Coalfield area, working within existing budgets and resources.	JFH/VM	Minor works to be developed within current budget. Large scale developments are not achievable within the current budget	July to March 2011	Discussions ongoing to address/investigate heritage priorities for the Coalfields, along with Houghton Library looking at addressing Local Studies collection space. Work also developing in Washington and	Heritage projects currently ongoing and funded through outside sources include Washington Heritage Feasibility Study, Washington Heritage Mining Project, The Coalfields area committee are also looking to fund future heritage projects (now in progress), working

					East End area to establish heritage priorities for the area.	with voluntary and community groups. The Battle of Hylton Castle was also recently funded mainly through SIB funding. East Area Committee have recently funded a heritage project which will allow for Heritage consultants to develop the heritage agenda, whilst looking to secure external funding to support further future projects. Continued support to area committees within limited resources.
That new local studies and heritage projects be undertaken on a regular basis to attract a wider range of public involvement and that appropriate funding opportunities be explored	New projects to be devised as funding opportunities become available, working within existing staffing and resources	JFH/VM	Projects delivered on the basis of securing appropriate funding.	April 10 - April 11	Current projects include Herrington Hall Stones, Washington Education Mining Project, Washington Heritage Festival, Washington Heritage Feasibility Study and Hylton Castle Re-enactment Event. All projects funded through SIB.	See above.

That the existing Family History and Ancestry Website Taster Sessions currently delivered by the Local Studies service be extended to evenings and weekends to attract and enable a wider range of people to attend	Sessions to be extended to include hard to reach groups, incorporating evenings and weekends.	JFH/VM	Delivered within existing budgets.	Extended throughout 2010 – led by Cultural Heritage Manager	Sessions now available at a variety of locations/times across the City, including promotion at outside events such as Sunderland Friendship Festival and History Fairs across the region.	Ongoing – continue to deliver sessions, including evenings, weekends and outside events.
That there is increased consultation with the users of the Local Studies service through the introduction of a 'Friends' group or through other means of regular consultation	Friends of Local Studies Group to be created	VM/Local Studies Manager	No - Work to be developed as part of the role of the newly appointed manager.	01/10/2010	The appointment of the Local Studies Manager will enable this project to be taken forward, working closely with regular users of the facility.	See above – Group to be established and Local Studies Manager to be appointed to take forward work plan, in partnership with group.
That links continue to be developed with local historical societies and 'Friends' Groups as an additional means of increasing consultation and widening participation in the Local Studies service	Sunderland Heritage Forum to continue through the support of the City Council	JFH/VM	No - As part of current role	Cultural Heritage Manager – July onwards	SHF is an established group of local and voluntary heritage organisations who work to promote and support the City's Heritage and History. Sunderland City Council support and co-ordinate the delivery of the Forum.	Ongoing – Sunderland Heritage Forum meets on a regular basis supported through the City Council. City Council Staff from Culture and Tourism and the City's conservation team support the delivery of the Forum, and its agenda.

<p>That in order to make on-going improvements to the current Local Studies provision, funding opportunities continue to be explored pro-actively and accessed wherever possible</p>	<p>Work to continue to investigate opportunities for funding to support Local Studies Development, including areas such as digitisation and preservation and development of services</p>	<p>JFH/VM/Local Studies Manager</p>	<p>Initial works delivered as part of role of the newly appointed manager. Any future developments for local studies would need to consider additional potential costs which may not be achievable within the current budget.</p>	<p>July 2010 onwards - Dependant upon funding opportunities and subject to successful appointment of Local Studies Manager</p>	<p>Funding opportunities for development of services continue to be investigated and included in any considerations for future city centre developments. Internal programme of digitisation will continue within current available resources.</p>	<p>Funding sources continue to be investigated. Work continues to digitise the City Council's non copyright materials and discussions ongoing corporately with regard to the City's document/records management system. Continue to monitor national funding programmes and initiatives.</p>
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