

NOTICE OF MEETING

Meeting Culture and Communities Select Committee

Date and Time Monday, 17th January, 2022 at 10.00 am

Place Ashburton Hall, EII Court, Winchester

Enquiries to members.services@hants.gov.uk

Carolyn Williamson FCPFA
Chief Executive
The Castle, Winchester SO23 8UJ

FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the County Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Filming Protocol available on the County Council's website.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

All Members who believe they have a Disclosable Pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to Part 3 Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore all Members with a Personal Interest in a matter being considered at the meeting should consider, having regard to Part 5, Paragraph 4 of the Code, whether such interest should be declared, and having regard to Part 5, Paragraph 5 of the Code, consider whether it is appropriate to leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with the Code.

3. MINUTES OF PREVIOUS MEETING (Pages 3 - 8)

To confirm the minutes of the previous meeting.

4. DEPUTATIONS

To receive any deputations notified under Standing Order 12.

5. CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements the Chairman may wish to make.

6. 2022/23 REVENUE BUDGET REPORT FOR CULTURE, COMMUNITIES AND BUSINESS SERVICES (Pages 9 - 26)

For the Select Committee to pre-scrutinise the proposed 2022/23 Revenue Budget for Recreation, Heritage and Rural Affairs services.

7. REGISTRATION SERVICE UPDATE (Pages 27 - 44)

For the Select Committee to receive an update on the Registration Service.

8. AN INTRODUCTION TO HAMPSHIRE ARCHIVES AND RECORDS (Pages 45 - 64)

For the Select Committee to receive an introduction to Hampshire Archives and Records.

9. WORK PROGRAMME (Pages 65 - 72)

To consider the Select Committee's forthcoming Work Programme.

ABOUT THIS AGENDA:

On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.

ABOUT THIS MEETING:

The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require wheelchair access, please contact members.services@hants.gov.uk for assistance.

County Councillors attending as appointed members of this Committee or by virtue of Standing Order 18.5; or with the concurrence of the Chairman in connection with their duties as members of the Council or as a local County Councillor qualify for travelling expenses.

Agenda Item 3

AT A MEETING of the Culture and Communities Select Committee of
HAMPSHIRE COUNTY COUNCIL held at the castle, Winchester on Monday,
29th November, 2021

Chairman:

* Councillor Rob Mocatta

Vice-Chairman:

* Councillor Jackie Branson

Councillor Lulu Bowerman
* Councillor Ann Briggs
* Councillor Steven Broomfield
Councillor Pamela Bryant
* Councillor Peter Chegwyn
Councillor Rod Cooper
* Councillor Alex Crawford
* Councillor Barry Dunning
* Councillor Dominic Hiscock

* Councillor Hugh Lumby
* Councillor Lesley Meenaghan
* Councillor Tanya Park
* Councillor Michael Thierry

*Present

Also present with the agreement of the Chairman:

Councillor Edward Heron, Executive Member for Recreation, Heritage and Rural Affairs

11. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Lulu Bowerman, Pamela Bryant and Rod Cooper. Councillor Michael Thierry was in attendance as the Conservative Deputy Member.

12. DECLARATIONS OF INTEREST

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3, Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Personal Interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 5 of the Code, considered whether it was appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code.

No interests were declared at this point in the meeting.

13. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 20 September 2021 were agreed as a correct record.

14. DEPUTATIONS

There were no deputations.

15. CHAIRMAN'S ANNOUNCEMENTS

The Chairman was pleased to announce that a bridleway in Binsted had recently re-opened after considerable restoration. Members heard that the Countryside team had worked alongside the British Horse Society to complete this £77,438 community project. It was highlighted that £50,000 of the funding had been generously granted by Tarmac through the Tarmac Landfill Communities Fund, with the remaining funds secured from Hampshire County Council, the BHS Ride Out Fund, Binsted Parish Council, South Downs National Park, BHS local Hampshire Committee and the local Ramblers committee. The Chairman highlighted how this had been a really good example of joining forces to improve the rights of way network.

The Chairman also highlighted to Members the inclusion of Hampshire Archives in the BBC's A303: Highway to the Sun documentary which had included footage of archival material filmed within the Hampshire Record Office Search Room, and which gave an excellent account of the service.

16. LIBRARY SERVICE UPDATE

The Select Committee received a report providing an update on the Library Service (Item 6 in the Minute Book). Members also received a presentation highlighting key areas of the report.

Councillor Steven Broomfield declared an interest at this point in proceedings as a Trustee at Fair Oak Community Library.

Members were taken through the presentation slides and details around the public and school library service were explained as well as the vision and aims of the service. In terms of the service's budget, officers explained that this was £13million expenditure, of which £10million was revenue and £3million income. Members attention was drawn to key dates relating to the transformation of the library service as part of Transformation to 2021 (T21), and it was noted that the culmination of savings for the service totalled £1,791,000 which encompassed savings to operations, delivering the service differently and the delivery of efficiencies. An example of this was the move of Emsworth library to Emsworth Community Centre, which realised savings of £30,000. Details of new community libraries in Hampshire were also noted.

The Committee heard how libraries operated during the Covid lockdown, which included the Ready Reads scheme and the Home Library Service. Officers also highlighted the role of the service in supporting 500 of the most vulnerable people in Hampshire through the home library service. In terms of recovery of the service following the lifting of Covid restrictions, it was noted that compared to pre-Covid, physical visits to libraries were at 50%, and it was important going forward to find the balance between investment in physical libraries as well as virtual elements.

Officers also drew Members attention to the work which had recently commenced at Winchester Discovery Centre and the new branding for this. It was also heard that work in relation to libraries and climate change had been undertaken in respect to LED lighting and double glazing in library buildings, and work with national partners on an eco-strategy. The partnership working between the Hampshire Library Service and the Hampshire Domestic Abuse Partnership was also highlighted. In conclusion it was heard that the T21 programme was now complete, and there was a huge amount of work to be undertaken going forward in recovering footfall and the promotion of libraries.

Members thanked the presenting officers for the informative update. Questions were raised from Members, and it was confirmed that groups, clubs and activities at libraries such as Rhymetime were recovering well since Covid restrictions had eased. Following a query on what was available at each library, information on this would be circulated to the Committee. Members also heard details of the higher cost to the library service of e-books compared to a physical book, as the price of an e-book could be dictated by the publisher. Members queried whether there had been any adverse feedback to the new opening hours following Executive Member decision, and it was heard that there hadn't been, and due to Covid restrictions, libraries have had to operate reduced hours for much of the year. The opportunities for delivering differently in libraries was highlighted, as well as opportunities for income generation such as room rental. In response to queries about community libraries, Officers highlighted the positive and supportive approach by communities, and it was also noted that as community libraries, they were now able to apply for funds such as lottery funding. Details of freehold transfers and leasing in respect of community libraries Elson and Lee, Lyndhurst and South Ham was also confirmed.

RESOLVED:

That the Culture and Communities Select Committee noted the contents of the report.

17. **OUTDOOR EDUCATION SERVICE OVERVIEW**

The Select Committee received a presentation providing an overview of the Hampshire Outdoor Centres (Item 7 in the Minute Book). The presentation was introduced and the mission of the service was highlighted in offering educational and recreational opportunities through four outdoor centres.

Further detail on each of the four outdoor centres was presented, and it was noted that three of the centres were in Hampshire; Calshot, Runways End and Tile Barn, and one of the centres, Argoed Lwyd, was situated in the Brecon

Beacons. In relation to Calshot, Members noted the coastal location, the velodrome and the Tudor Castle onsite. Members heard that the impact of the Covid pandemic had increased people's desire to holiday locally, and specifically to the coast, and combined with marketing and sales, officers were confident that visitor numbers would increase in the future. It was heard that Argoed Lwyd had evolved over the years and provided children of Hampshire with unique experiences such as rock climbing, and feedback received from children detailed the immense positive impact of these experiences. In relation to Runways End, it was noted that this was the first carbon neutral centre in Hampshire, and had recently received £70,000 climate workstream funding. Details of the business planning process and the performance journey of the service were also explained, and it was noted that the Covid pandemic had impacted on the service being cash neutral, but officers explained that this should be achieved by 2024/25.

Members thanked officers for the presentation and a number of questions were raised. Members questioned whether there was the opportunity to explore corporate bookings to the centres to generate further income. It was heard that there had been interest by companies in using Calshot for water sport activities, and also as a base for a 'pop-up' restaurant with diners being brought in by boat. Officers confirmed that there had been an increased focus on sales, engagement and marketing within the service and this had enabled other opportunities for the centres to be explored. It was also confirmed that as a result of brochures recently being sent out to schools, £200,000 worth of booking enquiries had been received. In relation to occupancy at the centres, it was noted that bookings were in place for school terms next year, but further information relating to capacity at each of the centres would be forwarded to the Committee. Members also questioned the financial situation of the centres, and information relating to this would also be circulated. The issue of rising sea levels around Calshot was queried, and it was confirmed that a piece of work was currently being undertaken with coastal partners in relation to this. Officers also confirmed that a future visit to Calshot would be arranged for the Select Committee.

RESOLVED:

That the Culture and Communities Select Committee noted the presentation.

18. **TASK AND FINISH WORKING GROUP PROPOSAL**

The Select Committee considered a report of the Chief Executive regarding the proposal that the Committee establish a Task and Finish Working Group to examine income generation for those services within the Culture, Communities and Business Services Department, that lie within the remit of the Culture and Communities Select Committee in the context of the SP23 programme (Item 8 in the Minute Book).

The report was taken as read and Members were content with the proposal. The membership of the Task and Finish Working Group was agreed by the Select Committee as below:

Councillor Jackie Branson
Councillor Rod Cooper
Councillor Alex Crawford
Councillor Dominic Hiscock
Councillor Hugh Lumby

The Select Committee also agreed that the Chairman, Councillor Rob Mocatta, attend meetings of the working group as an observer.

RESOLVED:

- i) That a Task and Finish Working Group be initiated to examine income generation for those services within the Culture, Communities and Business Services Department, that lie within the remit of the Culture and Communities Select Committee in the context of the SP23 programme, on the basis of the proposed Terms of Reference attached to the report.
- ii) That the following members were appointed to the Task and Finish Working Group in accordance with the Terms of Reference: Councillors Jackie Branson, Rod Cooper, Alex Crawford, Dominic Hiscock, Hugh Lumby. Councillor Rob Mocatta would attend in observer capacity.

19. WORK PROGRAMME

The Select Committee considered a report of the Chief Executive setting out the proposed work programme of the Committee (Item 9 in the Minute Book). In addition to the programme for formal meetings of the Select Committee, a schedule of proposed visits to sites around the County was appended to the work programme for information.

It was noted that the Archives Service update would be brought to the January 2022 meeting. In relation to pre-scrutiny of Calshot Futures, it was heard that the timing of this was to be determined. It was requested that an update from the Hampshire Cultural Trust and an update on the Cultural Strategy be brought to the Committee annually following the previous updates at the 20 September 2021 meeting. Following a request for an update on Energise Me, it was noted that this would be brought to a future meeting of the Committee.

RESOLVED:

That the Work Programme for the Select Committee was agreed with the additions detailed above.

Chairman,

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HAMPSHIRE COUNTY COUNCIL

Front Cover Report

Committee:	Culture and Communities Select Committee
Date:	17 January 2022
Title:	2022/23 Revenue Budget Report for Culture, Communities and Business Services
Report From:	Director of Culture, Communities and Business Services and Director of Corporate Operations

Contact name: Felicity Roe
Sue Lapham

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Purpose of this Report

1. The purpose of this report is to set out proposals for the 2022/23 budget for Recreation, Heritage and Rural Affairs Services within the Culture, Communities and Business Services (CCBS) Department in accordance with the Councils Medium Term Financial Strategy (MTFS).
2. The Executive Member for Recreation, Heritage and Rural Affairs is requested to approve the proposals for submission to Cabinet and County Council in February 2022.

Recommendations

That, in regard to the revenue budget for Recreation, Heritage and Rural Affairs services, the Select Committee either:

supports the recommendations being proposed to the Executive Member for Recreation, Heritage and Rural Affairs

Or:

agrees any alternative recommendations to the Executive Member for Recreation, Heritage and Rural Affairs, with regards to the proposals set out in the attached report.

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HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Recreation, Heritage and Rural Affairs
Date:	17 January 2022
Title:	2022/23 Revenue Budget Report for Culture, Communities and Business Services
Report From:	Director of Culture, Communities and Business Services and Director of Corporate Operations

Contact name: Felicity Roe
Sue Lapham

Tel: 01962 847876 **Email:** felicity.roe@hants.gov.uk
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Section A: Purpose of this Report

1. The purpose of this report is to set out proposals for the 2022/23 budget for Recreation, Heritage and Rural Affairs services within the Culture, Communities and Business Services (CCBS) Department in accordance with the Council's Medium Term Financial Strategy (MTFS) approved by the County Council in November 2021.

Section B: Recommendation(s)

To approve for submission to the Leader and the Cabinet:

2. The revised revenue budget for 2021/22 as set out in Appendix 1.
3. The summary revenue budget for 2022/23 as set out in Appendix 1.

Section C: Executive Summary

4. This report provides the summary outputs of the detailed budget planning process undertaken by the Culture, Communities and Business Services (CCBS) Department of which the Recreation, Heritage and Rural Affairs Services are a part for 2022/23 and the revised budget for 2021/22. This process has been undertaken against a backdrop of considerable uncertainty, both in terms of the resources available to the Council and the ongoing impacts of Covid-19 on service delivery. As we transition towards a 'new normal' post-Covid, the distinction between latent and longer term Covid impacts and

'business as usual' financial pressures is difficult to establish. For the purposes of budget setting, the impact of Covid-19 continues to be dealt with as a discrete one-off financial impact as far as possible, separate from the business as usual medium term financial strategy.

5. The 2021 Spending Review announced a 3% per annum real terms increase in local government core spending power to 2024/25. In 2022/23, local authorities will benefit from a considerable boost to grant funding allocated through the local government finance settlement, however this is set against a requirement for £26m additional grant as part of the SP2023 programme. The Spending Review has therefore not diminished the challenges that the authority faces in securing financial sustainability over the medium term.
6. The current financial strategy which the County Council operates works on the basis of a two year cycle of delivering departmental savings targets, with deficits in the intervening years being met from the Budget Bridging Reserve (BBR). In line with this strategy, there will be no new savings proposals presented as part of the 2022/23 budget setting process. Savings targets for 2023/24 were approved as part of the MTFs in July 2020 and detailed savings proposals, developed through the Savings Programme to 2023 (SP2023), were agreed by Cabinet and County Council during October and November last year.
7. The anticipated delay to delivery of some aspects of the existing Transformation to 2019 (Tt2019) and Transformation to 2021 (Tt2021) programmes has been factored into our financial planning, and a combination of one-off corporate and departmental funding will be provided to bridge the forecast savings gap in 2021/22 and 2022/23. As of November 2021, £9m of Tt2019 savings and £38m of Tt2021 savings have yet to be delivered, in addition to the £80m of SP2023 savings required by 2023/24. The Council therefore faces the substantial challenge of delivering three overlapping change programmes, requiring a total of £127m budget savings. The report discusses the specific issues impacting delivery of the savings programmes for CCBS of which the Recreation, Heritage and Rural Affairs Services are a part in Section H.
8. The report also provides an update on the business as usual financial position for the current year. The outturn forecast for 2021/22 for CCBS, excluding the financial impact of Covid-19, is for a budget saving of £2.2m of which £1.0m relates to Recreation, Heritage and Rural Affairs services.
9. The proposed budget for 2022/23 for CCBS as a whole, and analysed by service for Recreation, Heritage and Rural Affairs services, is shown in Appendix 1.
10. This report seeks approval for submission to the Leader and Cabinet of the revised budget for 2021/22 and detailed service budgets for 2022/23 for Recreation, Heritage and Rural Affairs Services. The report has been prepared in consultation with the Executive Member and will be reviewed by the Culture and Communities Select Committee. It will be reported to the Leader and

Cabinet on 8 February 2022 to make final recommendations to County Council on 17 February 2022.

Section D: Contextual Information

11. The Medium Term Financial Strategy (MTFS) update presented to Cabinet and County Council in October and November respectively, addressed the challenges of long term financial planning in an environment of significant uncertainty, in respect of both ongoing spending commitments and the national funding position for the local government sector.
12. The 2021 Spending Review represents the first multi-year budget since 2016/17 following single year spending announcements in 2019 and 2020 linked to uncertainty surrounding the UK's exit from the EU and recently the economic impacts and fiscal response to Covid-19. Whilst the additional certainty offered by a multi-year settlement is welcome, it is disappointing that local authority funding will remain relatively flat in 2023/24 and 2024/25. The settlement therefore does not present a long term solution to funding growth in service demand, for which the Council has lobbied the government for a number of years.
13. The impact of Covid-19 continues to be dealt with as a discrete one-off financial impact, separate from the business as usual medium term financial strategy. The budget summary presented in this report does not take account of Covid impacts as these will be centrally funded on a one-off basis in line with the pressures reported by departments in their financial monitoring returns. However, it should be noted that as we transition towards a 'new normal' post-pandemic, the distinction between latent and longer term Covid impacts and 'business as usual' financial pressures is difficult to establish. The complex inter-relationship between numerous variables post-pandemic makes forecasting challenging but based on recent analysis carried out as part of detailed budget preparation work, the medium term forecast for departmental spending now anticipates significant pressure building by 2024/25 within Adults' and Children's social care.
14. The current financial strategy which the County Council operates, works on the basis of a two year cycle of delivering change to release resources and close the anticipated budget gap. This provides the time and capacity to properly deliver major transformation programmes every two years, with deficits in the intervening years being met from the Budget Bridging Reserve (BBR) and with any early delivery of resources retained by departments to use for cost of change purposes or to cash flow delivery and offset service pressures. The model has served the authority well.
15. The County Council's action in tackling its forecast budget deficit and providing funding in anticipation of further reductions, placed it in a very strong position to produce a 'steady state' budget for 2022/23, giving itself the time and capacity to develop and implement the SP2023 Programme to deliver the next phase of savings totalling £80m by April 2023. This also avoids the worst effects of

sudden and unplanned decisions on service delivery and the most vulnerable members of the community.

16. Consequently, there are no new savings proposals to be considered as part of the 2022/23 budget, however other factors will still affect the budget, such as the publication of specific grant allocations and potential increases in unavoidable pressures such as inflation.
17. The Autumn Budget and Spending Review announcement took place on 27 October 2021 and the key elements were as follows:
 - Local government Core Spending Power will increase by 3% per year in real terms in the period to 2024/25, however this includes raising Council tax and the Adult Social Care (ASC) Precept by the maximum permitted increases.
 - Over the next three years, local authorities will be allowed to increase core council tax by up to 2% per year without a referendum. In addition, ASC authorities will be allowed to raise the ASC Precept by 1% each year. The MTFs assumes that the Council will have the flexibility to raise the ASC Precept by 2% each year and the reduction in the available precept therefore presents a further funding shortfall for the Council of £14m by 2023/24.
 - An additional £4.8bn grant funding was announced for social care and other services to 2024/25. This includes around £1.5bn per year to be distributed through the local government finance settlement in addition to an extra £200m for the Supporting Families Programme and over £70m to boost cyber security and to further strengthen local delivery and transparency.
 - The Spending Review confirmed that £3.6bn of the additional £5.4bn funding for adult social care reforms announced on 7 September 2021 will be routed through to local government. The funding is expected to cover all additional costs resulting from the personal care cap and revised capital limits.
 - Included within the Department of Health and Social Care settlement was an additional £1.7bn over three years to improve the wider social care system, including the quality and integration of care. At least £500m of this will be allocated to improve qualifications, skills, and wellbeing across the adult social care workforce.
 - £2.7bn funding for local road maintenance for non-mayoral authorities over the remaining years of the parliament, equivalent to £900m per year. This allocation is expected to maintain highways funding at 2021/22 levels.
 - The government published its report on the outcome of the Fundamental Review of Business Rates. The review reaffirmed the advantages of business rates as a form of business taxation and did not propose any fundamental changes to the basis on which the tax is levied. However, the government announced a move to 3-yearly revaluations starting in 2023,

a freeze on the multiplier and significant new temporary and permanent reliefs, including a 50% relief for retail, hospitality and leisure businesses in 2022/23. Local authorities will be fully compensated for the multiplier freeze and new reliefs via Section 31 grants.

Provisional Local Government Finance Settlement

18. The Provisional Local Government Finance Settlement sets out the key funding allocations that the Council will receive from Government for the coming financial year. This year's settlement covers 2022/23 only as the allocations of funding from 2023/24 will be the subject of a review of the local government funding regime and further consultation, to be carried out in Spring 2022.
19. The key outcomes of the settlement for the County Council are show below and are split between general resources which will contribute to meeting the Council's overall budget requirement, and specific resources which are needed to meet new departmental costs:

Funding Source	2021/22 allocation (£m)	2022/23 allocation (£m)	Change (£m)
Social Care Grant	26.2	37.2	+11.0
2022-23 Services Grant	-	8.3	+8.3
Business rates grant	6.3	9.9	+3.6
Total 'general' resources	32.5	55.4	+22.9

Funding Source	2021/22 allocation (£m)	2022/23 allocation (£m)	Change (£m)
Market Sustainability and Fair Cost of Care Fund	-	3.2	+3.2
Improved Better Care Fund	30.4	31.3	+0.9
New Homes Bonus	3.9	3.4	-0.5
Total 'specific' resources	34.3	37.9	+3.6

20. The key features of the settlement are:
- A 6.3% increase in Core Spending Power, of which 3% is attributable to the grant allocations set out above and 3.3% is attributable to council tax increases (including 1% for ASC) and tax base growth. This compares with an average 7.5% increase for Shire Counties.
 - The 2022/23 Services Grant will be distributed based on the 2013/14 local government funding formula for 2022/23 only. The distribution will be re-evaluated for future years in light of the proposed review of local government funding.
 - The Market Sustainability and Fair Cost of Care Fund is part of the government's package to support the recently announced social care

reforms, providing funding for local authorities to prepare their care markets for reform and move towards paying providers a fair cost of care. There are a number of conditions associated with the funding which will require new consultation and market intervention activity and therefore it will not contribute towards meeting the budget deficit in 2022/23.

- The New Homes Bonus was expected to end in 2022/23 but will instead continue for a further year to 2023/24, albeit at a reduced level and has traditionally been used for one-off purposes by the County Council.
21. The final grant settlement for 2022/23 is not due out until January / February 2022. The impact of the final settlement will be reflected in the budget setting report to Cabinet and County Council.
22. The Culture, Communities and Business Services Department, which includes Recreation, Heritage and Rural Affairs Services, has been developing its service plans and budgets for 2022/23 and future years in keeping with the County Council's priorities and the key issues, challenges and priorities for the Department are set out below.

Section E: Departmental Challenges and Priorities

23. Recreation, Heritage and Rural Affairs services are delivered by the Culture Communities and Business Services (CCBS) Department. CCBS delivers a wide range of services with gross expenditure in the region of £117m a year and income streams of around £72m, leaving a cash limit of £45m. In addition, the Department is responsible for the Coroners Service, three business units, and the River Hamble Harbour Authority budgets, all of which sit outside the cash limit. The diversity of the Department is illustrated below:
- Business units with a combined turnover of £57.2m.
 - Managing the repairs and maintenance of the corporate estate (with a net cash limit of £8.3m).
 - Service level agreements with c460 schools (£13.7m).
 - HM Coroner Service in Hampshire (£2.4m).
 - The relationship with various major Trusts including the Hampshire Cultural Trust.
24. The CCBS services supported by cash limit funding already rely on income and recharges to fund 62% of the gross costs of service delivery. Maintaining existing levels of income from 'choose to use' services such as Country Parks and Outdoor Centres is challenging and depends at least in part on ongoing digital, marketing and other investment to ensure the services remain attractive and relevant to Hampshire residents and visitors. However it remains a key objective for the Department that these services are able to both maintain and increase sustainable external income streams as an alternative way to fully

cover their operating costs and reduce reliance on core cash limit funding and this ambition is reflected in the Department's SP2023 programme.

25. Covid-19 has clearly had a major impact on service delivery across the board including services' ability to generate income. The financial impacts have varied significantly reflecting the diversity of services (for example, within Country Parks car parking income continues to hold up well but income from catering remains below pre-pandemic levels). Corporate funding has been set aside to deal with the impacts of Covid-19 (as set out in paragraph 13 above) so the net financial impacts on CCBS in 2021/22 financial year will be met corporately. However, it is worth noting that the forecast net impact of Covid-19 for CCBS services funded from the cash limit is a £2.1m pressure.
26. A key priority for the Department is to understand the medium to long term changes resulting from the pandemic and their impact on service delivery and operating models including identifying a sustainable financial basis for future operation. This includes the ability of individual services to recover from the impacts of Covid-19 and to respond when changes seen during the pandemic are expected to become longer-term trends and it is already clear that the new 'steady state' will be different for different services.
27. In support of the County Council's declaration of a Climate Emergency in July 2019 CCBS continues to place a high importance on actions to reduce carbon emissions or improve climate resilience. On 13 July 2021 Cabinet approved a £1.2m programme of climate change actions to be led by CCBS covering activities across the County Council's own estate and operations that will reduce carbon emissions and mitigate the risks to the County Council from the potential impacts of climate change in the coming years. Progress is already being made including piloting Hydrotreated Vegetable Oil fuel for County Council vehicles and a programme of tree planting.
28. Finally, most services within the Department are facing increasing challenges in retaining and recruiting staff at all levels. There are likely to be a number of factors influencing this position including pay inflation in the wider labour market making County Council roles less attractive. The Department is reviewing approaches to recruitment to seek to counteract this but there remains a potential risk that service delivery in some areas could be affected.

Section F: 2021/22 Revenue Budget

29. Enhanced financial resilience reporting, which looks not only at the regular financial reporting but also at potential pressures in the system and the achievement of savings being delivered through transformation, has continued through periodic reports to the Corporate Management Team (CMT) and to Cabinet.
30. Given the diverse nature of the services provided by CCBS reporting of the overall CCBS budget has always been split across more than one Executive Member portfolio. During the 2021/22 financial year Emergency Planning,

Corporate Health and Safety, and the Leader's Grant budget were all moved from within the Policy and Resources portfolio to the CCBS Department. As a result, the original budget for the CCBS Department has been restated to show the inclusion of these services, and the adjusted allocations across the Executive Member for Recreation, Heritage, Countryside and Rural Affairs, the Executive Member for Commercial Strategy, Estates and Property and also the Executive Member for Performance, Human Resources and Partnerships and the Executive Lead Member Economy, Transport and Environment, to whom Health and Safety and Emergency Planning respectively will now be reported.

31. The restated budgets and allocations for the service budgets now reported to the Executive Member for Recreation, Heritage and Rural Affairs, and for CCBS as a whole, are set out in Appendix 1.
32. The anticipated business as usual outturn forecast for CCBS 2021/22 is a saving against the budget of £2.2m. The £2.2m is made up as follows:
 - £683,000 from planned savings contributing to SP2023 savings targets.
 - Vacancy management and support cost savings across a range of services totalling £1.509m.
 - Net savings on direct service provision of £196,000, including additional income from Outdoors Centres school bookings and marriage and civil partnerships ceremonies (which have increased much more than expected since the lifting of lockdown restrictions), and additional property services work on the decarbonisation programme, offset by pressures such as one-off expenditure on bridge works within Countryside services, and lower than expected Learning in Libraries funding.
 - Net pressures on Office Accommodation (delayed delivery of Tt019 target which will be met corporately – see paragraph 38) and the PrintSmart budget (which manages the corporate print contract) totalling £211,000.
33. The budget for Recreation, Heritage and Rural Affairs services has been updated throughout the year and the revised budget is shown in Appendix 1. The revised budget for CCBS as a whole, of which Recreation, Heritage and Rural Affairs services are a part, shows an increase of £7.5m made up of:
 - £1.931m temporary funding from the Cost of Change reserve to support the delivery of transformation savings programmes and other priority projects e.g. works to repair Countryside paths following the wet winter and increased usage resulting from lockdowns, investment in improved IT systems, and temporary staff posts to manage the transformation programme.
 - £3.055m drawn down from the funding agreed by Cabinet to support the Strategic Land Programme in 2021/22.

- £1.030m drawdown from the funding agreed by Cabinet in November 2020 for the critical one-off health and safety works identified for the Adults' Health and Care residential and nursing estate.
- £786,000 drawn from the CCBS Minor Capital Works to meet the costs of bridge works on Countryside rights of way and the Office Accommodation reserve to cover office accommodation moving costs delayed from 2020/21 due to Covid.
- An increase of £970,000 to address Ash Dieback (part of the allocations agreed by Cabinet in February 2020 and December 2020).
- A net reduction of £259,000 from transfers between departments including IT growth charges.

Section G: 2022/23 Revenue Budget Pressures and Initiatives

34. In addition to the issues covered in Section E CCBS services are facing inflationary pressures and shortages of labour and materials in particular construction related activity. This affects the cost of works and is increasingly causing delays to contractors being able to start work on site with resultant slippage e.g. in planned and funded work to maintain paths and bridges on the Rights of Way network. The inflation pressures and volatility in some markets are unprecedented in recent years and result from a combination of factors including the pandemic, Brexit and global supply chain issues and are expected to persist throughout 2022/23.

Section H: Revenue Savings Proposals

35. Savings targets for 2023/24 were approved as part of the MTFS by the County Council in July 2020. Proposals to meet these targets have been developed through the SP2023 Programme and were approved by Executive Members, Cabinet and County Council in October and November 2021.
36. In line with the Council's financial strategy, SP2023 savings will be delivered over a two year period with the business as usual deficit in 2022/23 being met from the Budget Bridging Reserve. Given the medium term deficit due to Covid-19 pressures and the resulting financial response package, which uses up all available financial flexibility, it remains critical that SP2023 is delivered by 1 April 2023. Rigorous monitoring of the delivery of the programme has already begun, to ensure that the Department is able to achieve the savings by the required date.
37. This early action in developing and implementing the savings programme for 2023/24 means that the County Council is in a strong position for setting a balanced budget in 2022/23 and no new savings proposals will be considered as part of the budget setting process for the 2022/23 financial year.
38. All previous savings programmes for CCBS are expected to be fully delivered by 2022/23, with the exception of the one outstanding Tt2019 saving relating to

Office Accommodation where spend is impacted by decisions of all departments of the County Council. The modest £160,000 balance outstanding is expected to be partially delivered in 2022/23 and fully delivered by 2023/24.

39. CCBS has an SP2023 target of £3.361m to be achieved in full by April 2023 and the programme to achieve this was approved by the County Council on 4 November 2021. Work is already underway to achieve the savings but, against the backdrop of continuing uncertainty around the pandemic impacts, the income generation targets may be challenging to achieve. This emphasises the need to achieve as many of the non-income savings as possible ahead of target and current forecasts would see £1.58m delivered before April 2023.

Section I: 2022/23 Revenue Budget Other Expenditure

40. The budget includes some items which are not counted against the cash limit. For CCBS these are the Coroners Service and the four business units, including the River Hamble, as shown in Appendix 1.
41. There are separate approval processes in place for the business units' financial plans with detailed business plans for HC3S (catering), County Supplies and Hampshire Transport Management to be reported to the Executive Member for Commercial Strategy, Estates and Property on 6 April 2022 for approval and the 2022/23 revenue budget for the River Hamble Harbour Authority reported to the River Hamble Harbour Board on 7 January 2022.

Section J: Budget Summary 2022/23

42. The budget update report be presented to Cabinet on 07 December 2021 included provisional cash limit guidelines for each department. The cash limit for the CCBS Department in that report was £44.8m (of which £19.1m relates to Recreation, Heritage and Rural Affairs services), a £1.4m increase on the previous year. The increase comprised:
 - £1.530m increase covering non-pay inflation.
 - A net reduction of £128,000 from transfers between departments including IT growth charges.
43. Appendix 1 sets out a summary of the proposed budgets for the service activities provided by Recreation, Heritage and Rural Affairs for 2022/23 and show that these are within the cash limit set out above.
44. In addition to these cash limited items and as outlined in Section I above there are further budgets which fall under the responsibility of the CCBS Department, which are shown in the table below:

	2022/23	
	£'000	£'000
Cash Limited Expenditure	117,111	
Less Income (Other than Government Grants)	(72,336)	
Net Cash Limited Expenditure		44,775
Trading Units Net (Surplus) / Deficit		(773)
Coroners		2,391
Total Net Expenditure		46,393

Section I: Consultation, Equalities and Climate Change Impact Assessment

45. Consultation on the budget is undertaken every two years when the County Council considers savings to help balance the budget. All savings proposals put forward by the County Council has an Equality Impact Assessment published as part of the formal decision making papers and for some proposals stage 2 consultations are undertaken before a final decision is made by the relevant Executive Member.
46. This report deals with the revenue budget preparation for 2022/23 for the Recreation, Heritage and Rural Affairs budgets. This is the interim year of the two year financial planning cycle when no new savings proposals are being considered. Therefore no consultation or Equality Impact Assessments are required.
47. Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience impacts of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.
48. This report deals with the revenue budget preparation for 2022/23 for Recreation, Heritage and Rural Affairs budgets. Climate change impact assessments for individual services and projects will be undertaken as part of the approval to spend process. There are no further climate change impacts as part of this report which is concerned with revenue budget preparation for 2022/23 for the Recreation, Heritage and Rural Affairs services.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	Yes / No
People in Hampshire live safe, healthy and independent lives:	Yes / No
People in Hampshire enjoy a rich and diverse environment:	Yes / No
People in Hampshire enjoy being part of strong, inclusive communities:	Yes / No

Other Significant Links

Links to previous Member decisions:	
<u>Title</u>	<u>Date</u>
Savings Programme to 2023 – Revenue Savings Proposals (Executive Member for Recreation, Heritage and Rural Affairs) https://democracy.hants.gov.uk/documents/s81643/Savings%20Programme%20to%202023%20EM%20Report.pdf	20 September 2021
Medium Term Financial Strategy Update and Savings Programme to 2023 Savings Proposals https://democracy.hants.gov.uk/ieListDocuments.aspx?CId=163&MId=7737	Cabinet – 12 October 2021 / County Council – 4 November 2021
Budget Setting and Provisional Cash Limits 2022/23 https://democracy.hants.gov.uk/ieListDocuments.aspx?CId=134&MId=7745	Cabinet – 7 December 2021
Direct links to specific legislation or Government Directives	
<u>Title</u>	<u>Date</u>

Section 100 D - Local Government Act 1972 - background documents	
<p>The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)</p>	
<u>Document</u>	<u>Location</u>
None	

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

2. Equalities Impact Assessment:

The budget setting process for 2022/23 does not contain any proposals for major service changes which may have an equalities impact. Proposals for budget and service changes which are part of the Savings Programme to 2023 Programme were considered in detail as part of the approval process carried out in October and November 2021 and full details of the Equalities Impact Assessments relating to those changes can be found in Appendices 4 to 8 in the October Cabinet report linked below:

<https://democracy.hants.gov.uk/ieListDocuments.aspx?CIId=163&MIId=7737>

For proposals where a Stage 2 consultation is required the EIAs are preliminary and will be updated and developed following this further consultation when the impact of the proposals can be better understood.

Budget Summary 2022/23 – Recreation, Heritage and Rural Affairs Services

Service Activity	Original Budget 2021/22 £'000	Revised Budget 2021/22 £'000	Proposed Budget 2022/23 £'000
Arts and Museums (including HCT grant)	2,326	2,326	2,326
Archives ⁽¹⁾	659	545	577
Culture & Information Strategic Management ⁽¹⁾	516	1,253	1,203
CCBS Grants Fund ⁽²⁾	862	269	32
Library Services ⁽¹⁾	9,840	10,048	9,275
Registration ⁽¹⁾	(956)	(1,259)	(1,244)
Trading Standards ⁽¹⁾	1,771	1,672	1,379
Energise Me Grant (Sport)	116	116	116
Countryside Service ^{(1) (3)}	2,815	4,563	2,891
Outdoors Centres	474	474	397
Rural Affairs	268	268	269
Rural Estates (County Farms) ⁽¹⁾	(493)	(333)	(328)
Sir Harold Hillier Gardens (room hire)	64	64	64
Sports Bursaries	18	18	18
Leader's Grants ^{(2) (5)}	217	400	400
Net Contribution To / (From) Cost of Change ⁽⁴⁾	663	928	1,759
Recreation, Heritage and Rural Affairs Cash Limited Budget	19,160	21,352	19,134
CCBS Commercial Strategy, Estates and Property	23,170	28,497	24,570
CCBS Performance, Human Resources and Partnerships	748	748	770
Emergency Planning	295	289	301
CCBS Cash Limited Budget	43,373	50,886	44,775

Coroners	2,391	2,391	2,391
CCBS Trading Units	(878)	(875)	(773)

- (1) During the 2021/22 financial year, the CCBS department management team (DMT) was restructured, resulting in a number of service realignments within the Department. These changes have been reflected in the revised and forward budget.
- (2) As approved by Cabinet in February 2021, the CCBS Community Grants Fund was realigned, together with the Leader's grant pot and Members Devolved Grant budgets, to re-instate the increased grant budget level per member, to increase the Leader's grant budget to £400,000, to retain a smaller CCBS Grants Fund of £32,000 and to create a one-off fund of £1.2m over two years overseen by CCBS targeted at climate change initiatives. These changes are reflected in the revised and forward budgets.
- (3) The revised budget for Countryside includes one-off funding of £970,000 for Ash dieback, £330,000 from the minor capital works budget for rights of way bridge works, and £500,000 from the CCBS cost of change reserve to support the Countryside path recovery programme to repair damage caused by the wet winter and increased usage arising from Covid-19 lockdowns.
- (4) The budgeted net contribution to Cost of Change includes the expected achievement of savings which will be allocated to the Department's SP23 savings targets.
- (5) The Leader's Grants budget was transferred into the CCBS Department during the 2021/22 financial year, and the original budget for CCBS has been restated to include this.

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Registration Service Update

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Trade Bower, Service Lead

Culture and Information Services

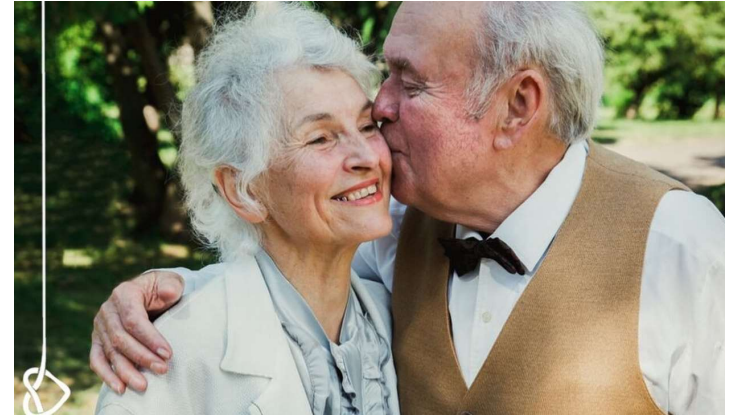


"Goldings", Basingstoke Register Office

Countywide coverage

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Page 30

A potted history...

- **1538 - Henry VIII & Reformation**
- 1640 - 1662 Execution of Charles I, Civil War, Oliver Cromwell
- Restoration of Charles II
- 1665 - The London Gazette first published
- 1690 - 1750 Religious tolerance leads to Nonconformist registers
- 1753 - The Marriage Act
- 1813 - Printed registers were produced for use in recording baptisms and burials
- 1834 - Poor Law Act
- **1837 - Civil registration starts 1 July 1837**
- 1875 - Penalties enforced for failing to register births, deaths and marriages
- 1906 – 1927 Acts Marriage with Foreigners, WW1 British Facilities, Registration of stillborn children
- 1949 – The Marriage Act (in use today)
- **1953 – Births & Deaths Registration Act**
- 1970 – Registrar General's Licence
- 1975 – Children's Act allows adopted persons access to original birth certificate
- 1983 – Detained or housebound marriages
- 1990s – Computerised records begin
- 1995 – Marriage Approved Premises Act
- 2001 – Reporting of suspicious Marriages Act
- **2004 – Civil Partnership Act**
- 2014 – Immigration Act to combat sham marriages

MARRIAGE TIMELINE

#equalmarriage

1753

CLANDESTINE MARRIAGE ACT
First time the state regulated marriage.

1836

MARRIAGE ACT INTRODUCES CIVIL MARRIAGES
Marriage becomes a civil institution as well as a religious one.

1949

MARRIAGE ACT
The main piece of legislation regarding marriage.

2004

CIVIL PARTNERSHIP ACT
The first legally recognised relationship for same sex couples.

2011
DECEMBER

Law changed to allow same sex couples to register their civil partnership on religious premises on a permissive basis.

2012
15 MARCH
– 14 JUNE

Public consultation on proposals to enable same sex couples to marry.

2012
DECEMBER

Government's response to consultation published announcing commitment to legislate to enable same sex couples to marry in civil ceremonies and to enable those religious organisations that wish to conduct same sex marriage ceremonies to do so on a voluntary basis.

2013
JANUARY

Marriage (Same Sex Couples) Bill introduced into Parliament.

2013
JULY

Marriage (Same Sex Couples) Act becomes law making equal marriage legal.

2014
by SUMMER

First same sex weddings to take place.



2020 - 2021 acceleration...

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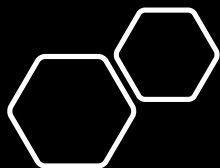
2020

- Births and marriages postponed
- Covid easements introduced

2021

- January - Medical Examiner to validate medical causes of death
- May – Marriage Schedule System
- July – Brexit changes to immigration rules
- July – Government Covid restrictions lifted, time to catch up!





What the numbers say...

Deaths registered 10,000

Births registered 8,000

Notices of Marriage/Civil Partnership 9,700

Ceremonies 3,350

New British Citizenships 800

Approx. 01.01.2021 – 01.12.2021

Births inclusive of c.3,000 for partnership districts



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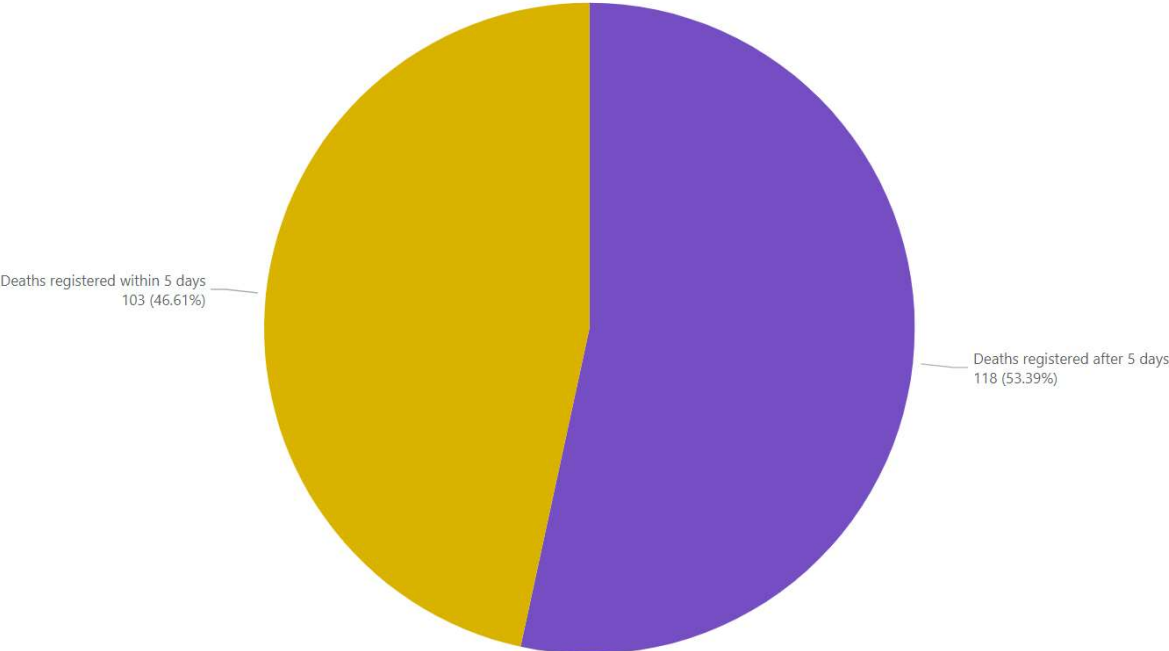
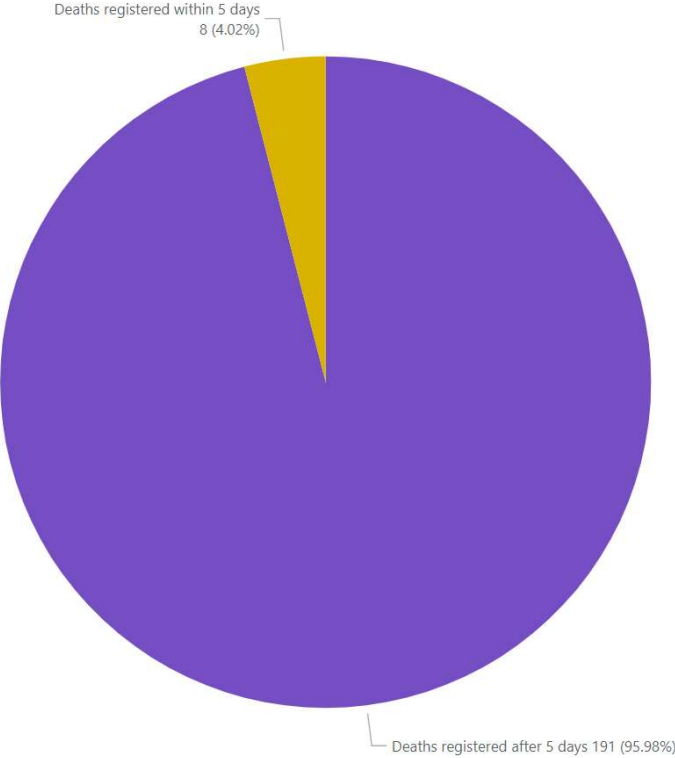


Data snapshot – deaths registered within 5 days

Week Beg: 04/10/21

Week Beg: 29/11/21

Page 35



@theelvetham : you need a venue right? This was the first venue we visited but I fell in love straight away and could envision getting married there! I lost history, especially the tudors which made this venue even more special! The wedding team were great. I had thousands of questions but was never made to feel I was being a nuisance, and when COVID hit and we had to postpone and rearrange it was all made so easy and they bespoke to what we could and wanted to do.

@tietheknothampshire : with all the changes COVID had brought with it I was most nervous about the ceremony not feeling 'normal' but our registrars made us feel so comfortable and we're just as excited as we were and they made the ceremony feel so special!! Thank-you x

@chirocoversofhampshire : I wanted to personalise the ceremony and celebrate with a couple of small but effective details. They dressed the ceremony room perfectly and can do just about anything you could ask.

@odihamcakecompany : yum yum YUM!! their cakes are delicious and beautiful. We had to downsize our cake from what we had originally booked but I feel they were more than generous with what they produced on the day (and I'm grateful cos it was delish 😊)

@moutanflowers : these guys are pros! They brought to life exactly what I had envisioned. I couldn't believe the transformation of the rooms when I went down stairs and saw the arrangements...so beautiful!

LEGAL AND PERSONAL ❤️

The Hampshire Ceremonies team were so good, bless them. We made sure to tell them what I do for a living and that I wasn't sure how to make our little ceremony not feel like work. Well bless 'em, our lovely registrars changed as much of the ceremony wording as they legally could in order to make it personal for us. I'm so grateful!

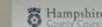


@HANA.LAURIE.WEDDINGS

@TIETHEKNOTHAMPSHIRE

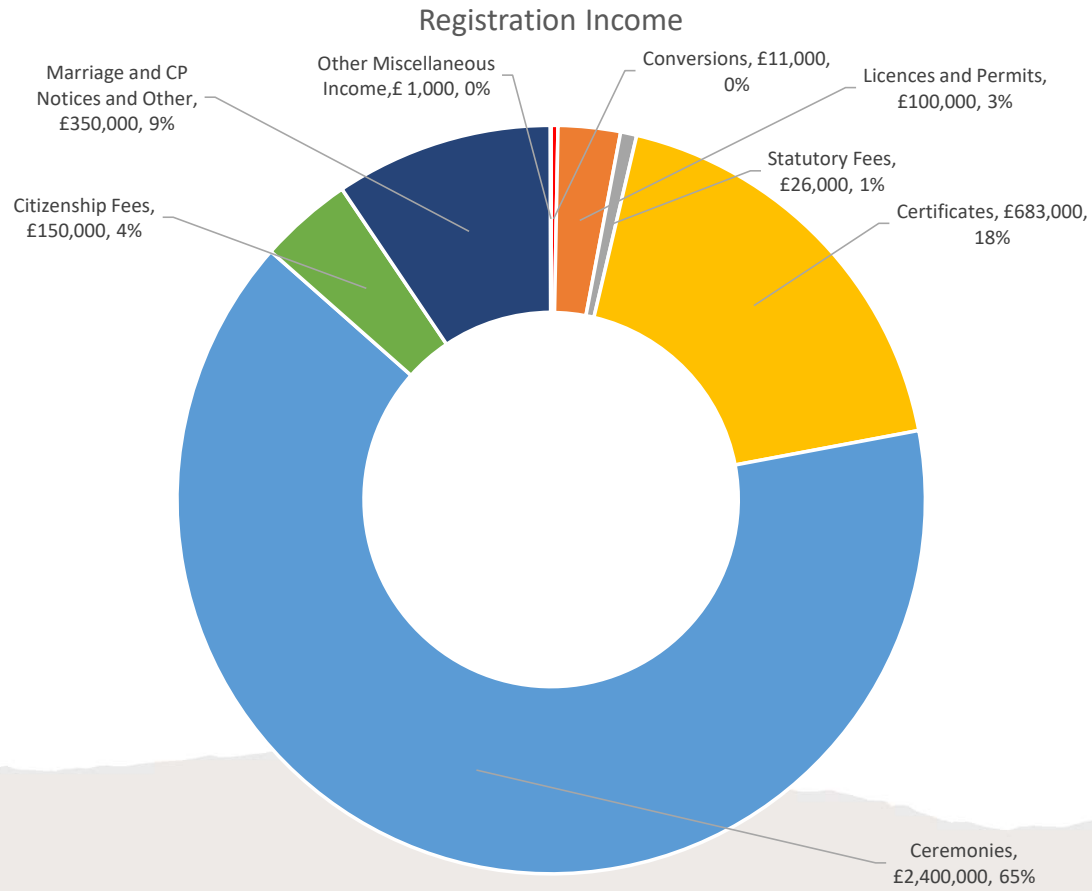
Thank you Yasmin & David for sharing your special day with us
[@tietheknothampshire](#)
[@hantslibraries](#)

Aldershot Library & Learning Centre



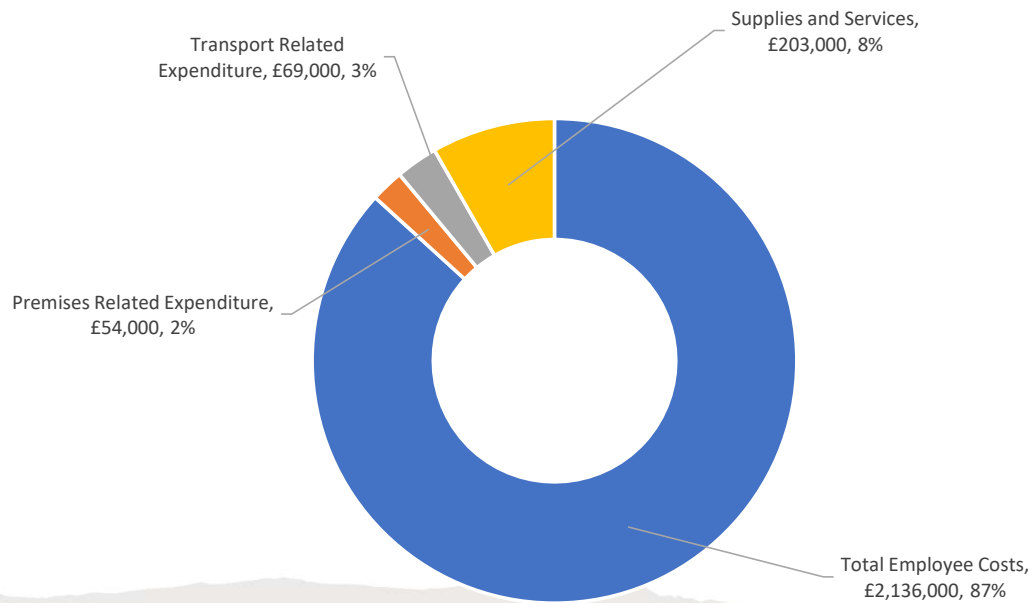
@HAMPSHIRE_COUNTY_COUNCIL

Total Income Budget
Period 8 Forecast
21/11/2021
£3,721,000



Registration Service Expenditure

Total Expenditure Budget
Period 8 Forecast
to 31/11/2021
£2,462,000



Total Net Income/Net Expenditure

	Annual Budget
	£
Net Current Expenditure	(1,259,000)
Expenditure	2,462,000
Income	(3,721,000)

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Protecting our income



Risks

- Law commission review of marriage reforms
- Independent celebrants
- Recruitment and retention

Opportunities

- Marketing our profile
- Approved celebrants
- Online ceremony management system
- Develop approved venues portfolio
- #notjustawhitewedding
- Hampshire as a training provider
- Review fee setting processes

Back to business



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Returning to face-to-face appointments

General Register Office transformation programme

Civil Partnerships for heterosexual couples

Relationships with Funeral Directors and Medical Examiner

May 2022 annual performance and compliance review

In summary

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We have a long and rich history of registering life events in Hampshire



We have supported communities throughout the pandemic



We are still in recovery but making good progress



We understand our opportunities for change and growth



We are ready for legislative change

Questions?

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An introduction to Hampshire Archives and Records

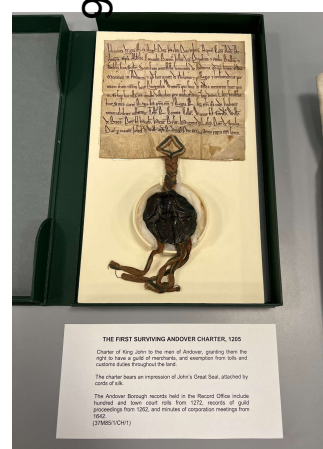
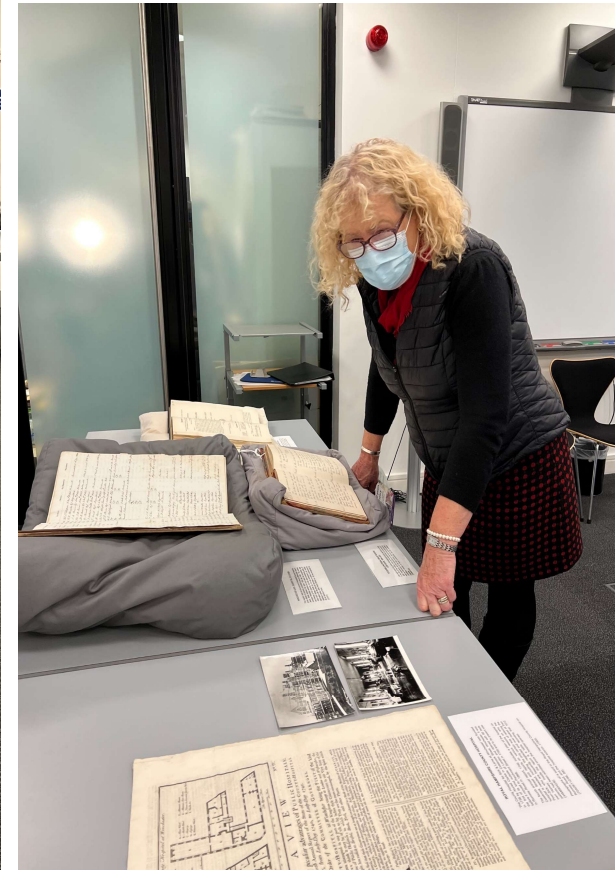
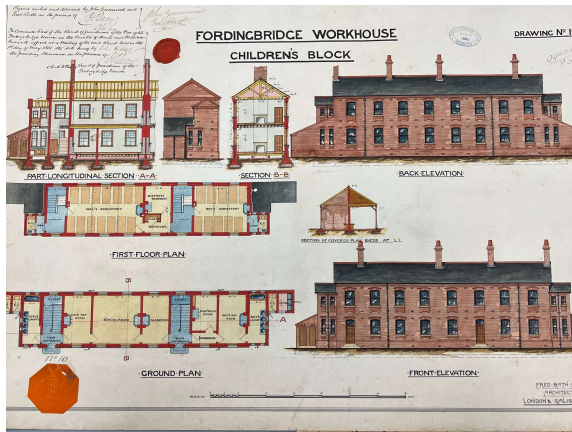
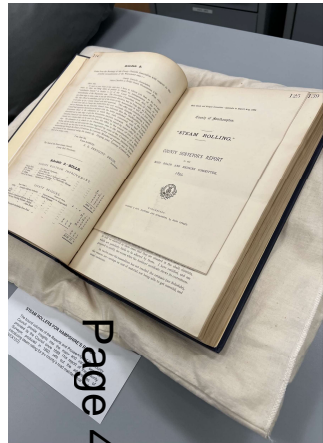
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Paula Crompton, Interim Service Lead

www.hants.gov.uk/librariesandarchives/archives

Agenda Item 8

Select Committee Visit to Hampshire Record Office – 04/11/21



Hampshire Archives and Local Studies

“Collecting, safeguarding, sharing and celebrating Hampshire’s rich heritage for today’s and tomorrow’s communities”

- **1,000 years** of Hampshire history – ‘from parchment to digital’
- Unique and varied archive collections, housed in purpose-built accommodation with **eight** miles of shelving
- Archive Service Accreditation since 2018: ‘*an excellent service*’
- **‘Designated’ status** for all archive collections: outstanding; world-class
- Internationally renowned medieval Winchester Pipe Rolls on UNESCO UK Memory of the World Register
- Repository for HCC’s **corporate memory**, from 1889 to date
- Hampshire's **local studies** collection and service
- Audio-visual collection for Central Southern England
- **Civil register** copy certificates service
- **Online catalogue** – details of 99% of listed collections accessible worldwide
- **Valued customer** experience – on site and online



Archives – Audio-visual/digital formats and income generation



Wessex Film and Sound Archive

- 12,629 cine films
- 15,936 sound items
- 10,000 video items

Digital access:

- Digitisation and geo-referencing large maps of Hampshire parishes
- Future digital access: family history sources online (contract with Ancestry now in place), cinefilm footage digitised by new scanner



Income generation:

- Venue hire
- Ticketed and free online events
- External digitisation services

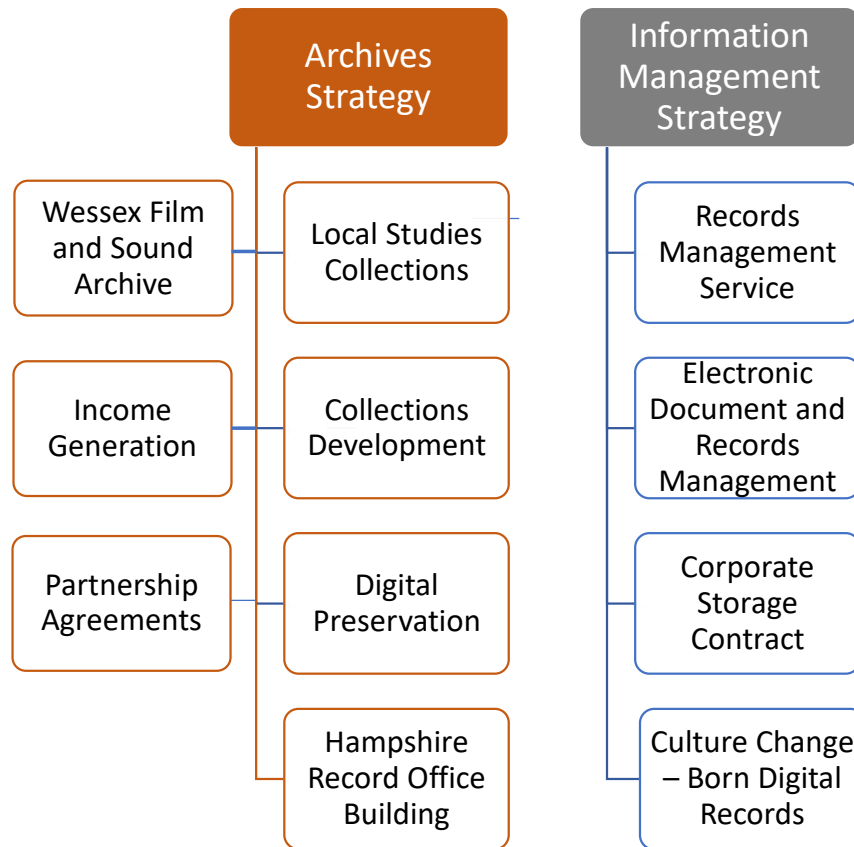
HCC's Records Management Service

“ensuring the Council’s information - a vital corporate asset - is properly organised and retrievable, and kept for the right amount of time to meet legal requirements and business needs”

- Records Centre at Hedge End provides a safe and secure storage, retrieval and disposal service for paper records no longer in daily use in departments
- 40k boxes held with 13,000 linear metres of filing at Hedge End & commercial storage. Record retention periods up to 100 years
- Collaboration with IT over effective management and future retrieval of electronic information in HCC systems and applications. Cultural change required to ensure all HCC records are electronic
- HCC records likely to be of long-term historical interest, both paper and electronic – preserved for future generations as part of Hampshire’s archival heritage.

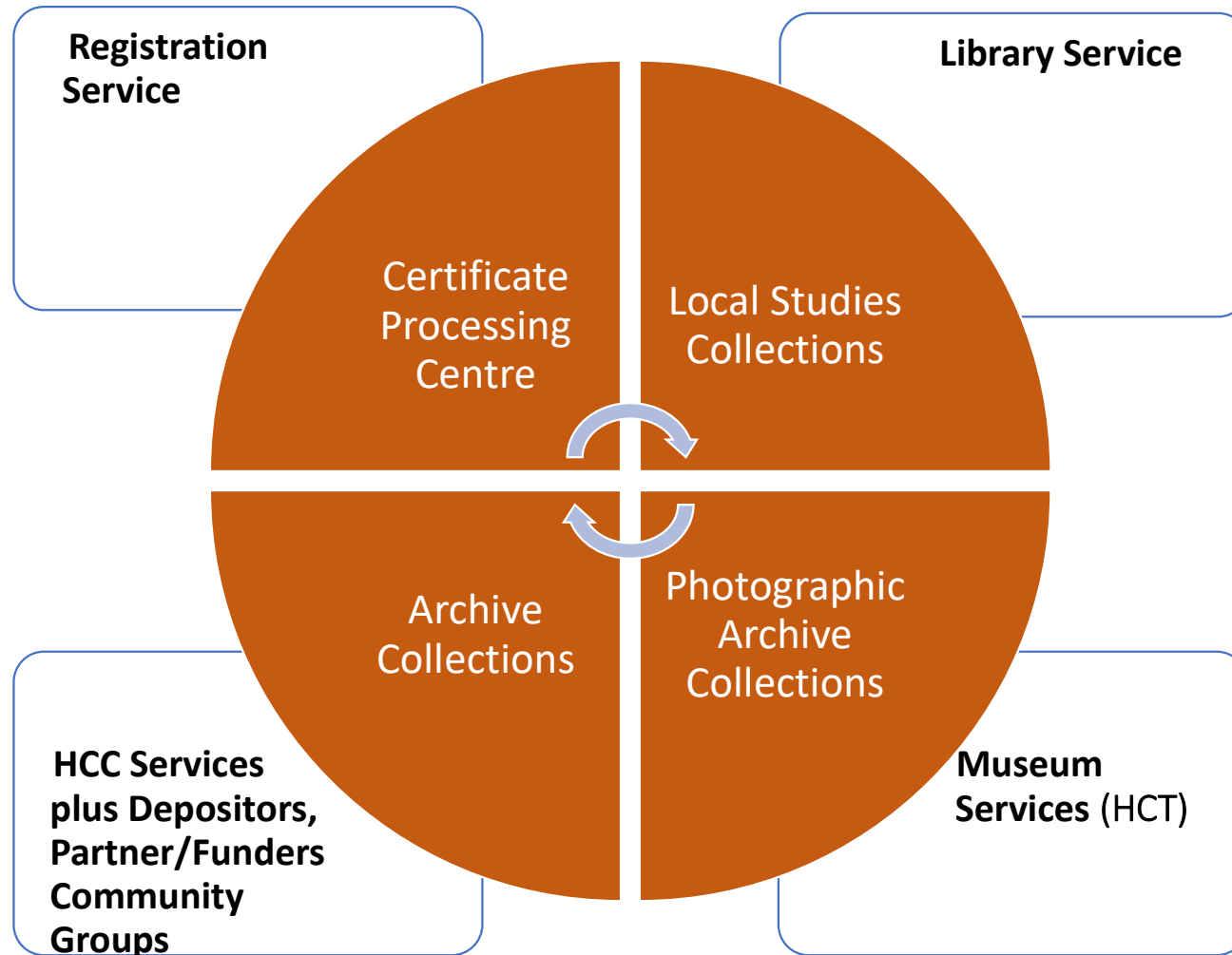


Archives and Records Strategies



Hampshire Archives Draft Strategy

Part of Culture & Information Services Portfolio



Archives Sector: context and legislation



National context for archives

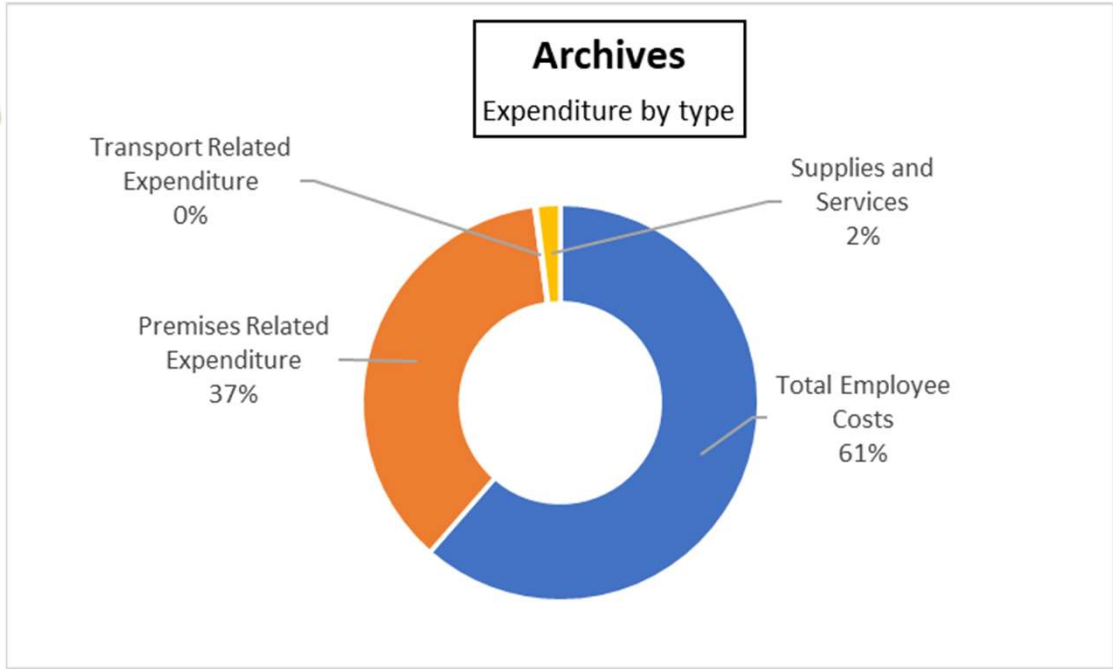
- The National Archives fulfils the leadership role for the archive sector
- Chief Archivist in Local Government Group (CALGG) promotes the preservation and use of archives in the care of local authorities in England and Wales. It provides a forum for the exchange of ideas and information and seeks to influence policies and practices relating to its aims.
- The Archives and Records Association is the lead professional body for archivists, archive conservators and records managers in the UK and Ireland

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Statutory framework for archives [Legislation - Archives sector \(nationalarchives.gov.uk\)](https://nationalarchives.gov.uk)

- Public Records Act 1958 requires public records to be preserved – 20-year rule
- Approved place of deposit – section 4(1) Public Records Act 1958 – TNA's Accreditation standard
- Legislation applying to manorial and tithe records
- Parochial Registers and Records Measure 1978
- Local Government (Records) Act 1962, Local Government Act 1972 – safekeeping and access to HCC's records and authority to provide an Archive Service
- Data protection and copyright legislation

Our Resources



Income Generation Strategy

- **Annual events programme** – talks, tours, workshops,
- **Leasing space to partners** eg HGS
- **Space/room hire**
- **Professional consultancy** eg Winchester Cathedral, Highclere Castle
- **Donations and sponsorship**
- **Fees & charges** eg reprographics, commercial sales, depositor contributions
- **Copy certificates**
- **Royalties from digitising archives** eg Ancestry
- **Membership and partnership arrangements** eg WFSA, VCH
- **Grant funding applications** for cataloguing, collections development activities, project work and acquisitions



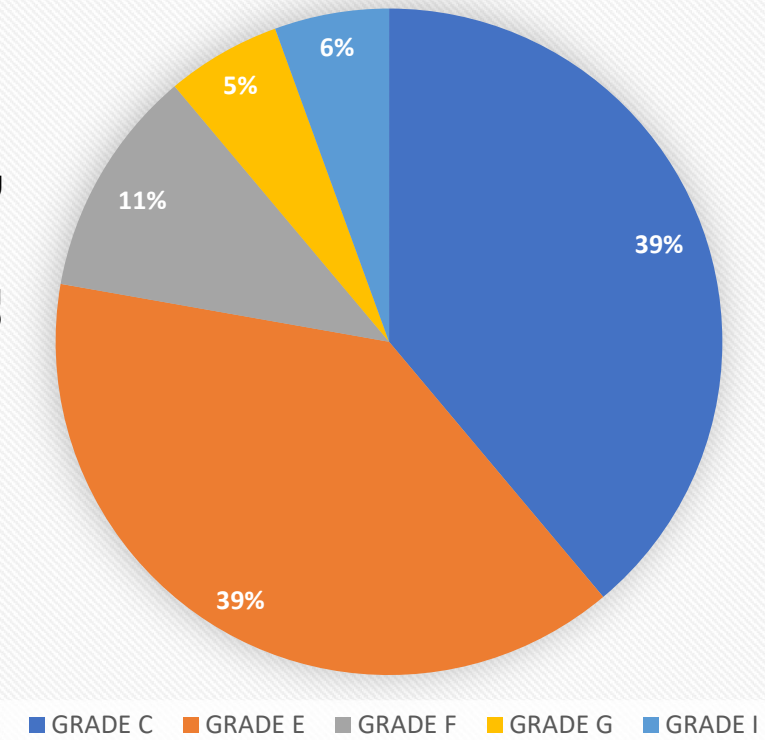
Our People



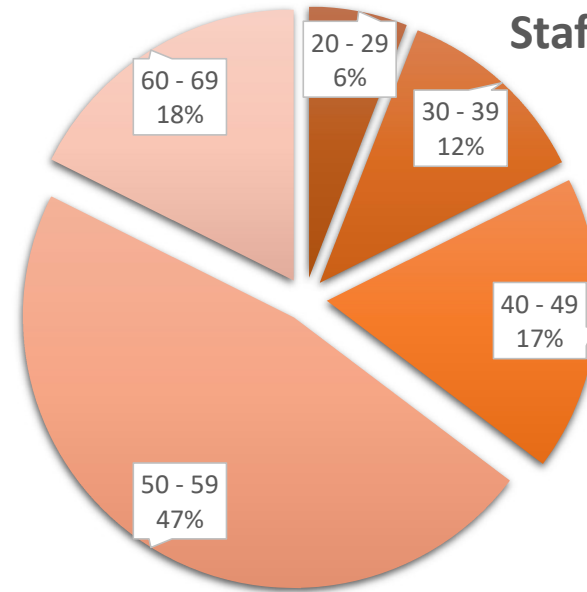
18 staff +
20 volunteers

Salary breakdown 2021/22

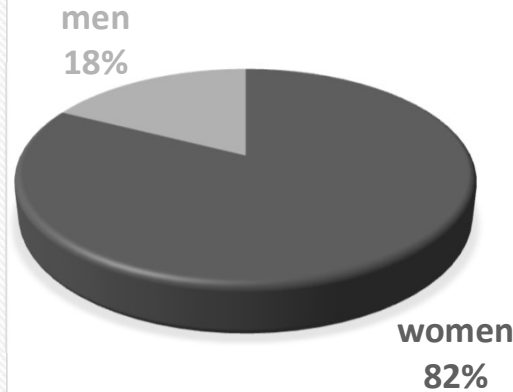
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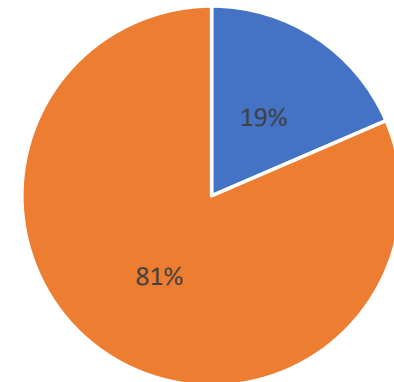
Staff age profile



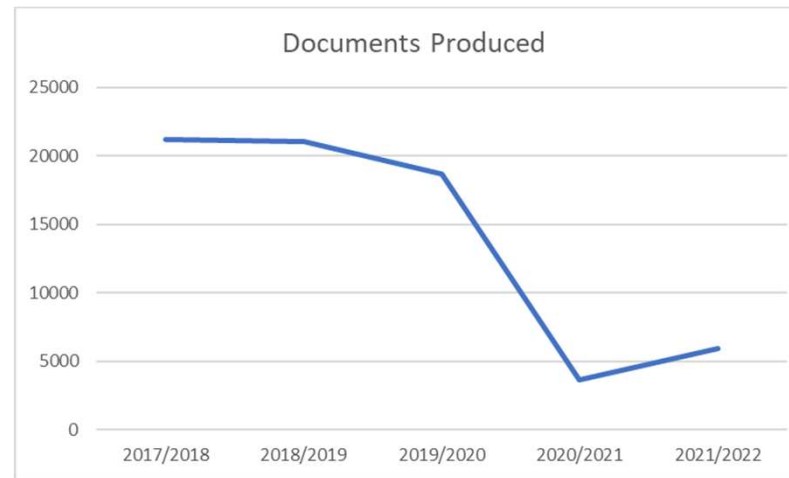
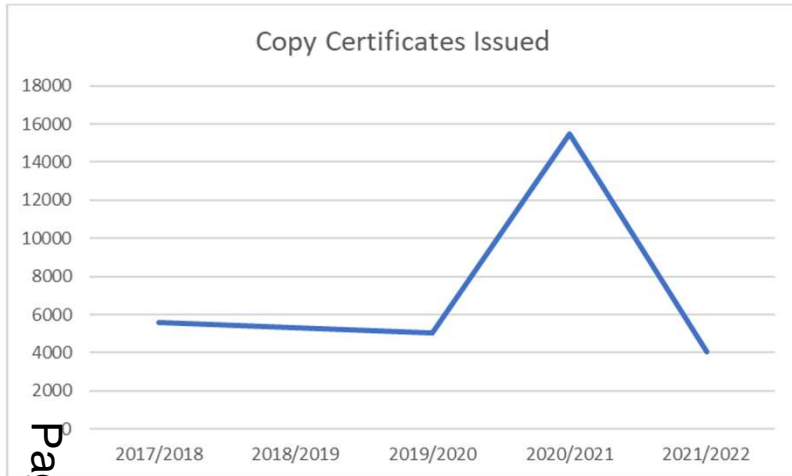
DIVERSITY - GENDER



Disability



Our Performance



I felt covid secure and was impressed by the covid precautions in the search room

The information received is incredible and uplifting

It is always a pleasure to visit the Record Office.

It gives me chills to discover even more about my family's past

Our Customers

Pre-covid 2019/20

- 12k customers interactions
- Over 1k visits to Search Room
- 10k document retrievals for self service discovery and research
- More virtual interactions than physical – letters, phone, email, online/web



2018 Visitor Survey:

47% aged 65+ years



14% had disabilities

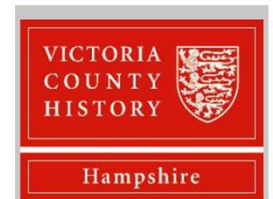


Postcode suggests not living in poverty



Hampshire Archives
& Local Studies

Our Partners & Stakeholders



Our Purpose

Draft Mission

“To collect, safeguard and share Hampshire’s rich archival heritage for people now, and for future generations”

Draft Vision

A modern, relevant and sustainable archive service for everyone

Three core priorities:

- 1) Promoting Archives Collections for all
- 2) Ensuring Hampshire’s History has a home
- 3) Investing in Digital Services

All underpinned by a sound commercial strategy and business plan

Priority 1 : Archive Collections for all

	Key Actions	What does success look like?
Inclusive collections that represent our communities – past, present and future	<ul style="list-style-type: none">• Create a Collections Development Strategy• Develop learning and activities to engage and inspire• Build on social media, blogs and event plans• Implement the marketing plan• Outreach to connect with communities through groups and partners	<ul style="list-style-type: none">• Collections acquired that represent all communities• More residents accessing archives stories, events or through self-discovery

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Priority 2 : Ensuring Hampshire's History has a home

	Key Actions	What does success look like?
Develop a building strategy to ensure that Hampshire's archive collections are appropriately and sustainably accommodated for the next 25 years	<ul style="list-style-type: none">• Developing strongroom capacity and conditions to safeguard our heritage• Providing accessible and welcoming public spaces• Creating sustainable and efficient services secure for the future	<ul style="list-style-type: none">• Increased strongroom capacity and appropriate conditions for collections• Climate change adaptations eg passive ventilation system• Reduced building operating costs

Priority 3 : Investing in Digital Services

	Key Actions	What does success look like?
Working with partners to help people access information, opportunities and services online	<ul style="list-style-type: none">• Develop a digital strategy based on evidence and feasibility• Procure and implement a digital preservation system• Training for staff to develop new skills to exploit emerging technologies• Develop strategic partnerships to support delivery of digital strategy	<ul style="list-style-type: none">• Online access to collections• Securing long term access to digital records and archives• Fit for purpose digital infrastructure• Staff able to demonstrate digital services

Next Steps

Archives and Records 'business as usual'

Archives
Strategy
Development

Engagement -
Staff, Partner,
customer etc

Strategy
Approval and
publication

Projects
2022/23

Women Film
Makers &
Platinum Jubilee

Climate change
stories and
Inclusive
Collections

Information
Management
Strategy

Strategy
Development
and engagement

Strategy
Approval and
publication

HAMPSHIRE COUNTY COUNCIL

Report

Committee:	Culture and Communities Select Committee
Date of meeting:	17 January 2022
Report Title:	Work Programme
Report From:	Chief Executive

Contact name: Members Services

Tel: 0370 7792351

Email: members.services@hants.gov.uk

Purpose of this Report

1. To consider the Committee's forthcoming work programme.
2. For reference, site visits proposed for Members of the Committee are appended at Annexe 1.

Recommendation

3. That the Culture and Communities Select Committee consider and approve the work programme.

WORK PROGRAMME – CULTURE AND COMMUNITIES SELECT COMMITTEE

Issue	Reason for inclusion	17 January 2022	23 May 2022	15 September 2022	23 November 2022
Pre-scrutiny of revenue budget	To pre-scrutinise prior to consideration by the Executive Member	X			
The Registration Service	To receive an update on registration service	X			
The Archives Service	To receive an update on the Hampshire archives service	X			
Calshot Futures <i>(Date to be Confirmed)</i>	To pre-scrutinise a report to the Executive Member				
Scientific Service and Asbestos Service	To receive an update on Hampshire scientific services			X	

Issue	Reason for inclusion	17 January 2022	23 May 2022	15 September 2022	23 November 2022
County Farms	To receive an update on County Farms		X		
Trading Standards	To receive an update on Trading Standards		X		
Basingstoke Canal	To receive an update on the Basingstoke Canal		X		
Further update on Arts Council England Overall Delivery Plan	As requested at 20 September 2021 Select Committee				X
Hampshire Cultural Trust (last update 20 September 2021)	To receive an annual update				X
Cultural Strategy (last update 20 September 2021)	To receive an annual update				X

Issue	Reason for inclusion	17 January 2022	23 May 2022	15 September 2022	23 November 2022
Energise Me	As requested at 29 November 2021 Select Committee			X	

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	No
People in Hampshire live safe, healthy and independent lives:	Yes
People in Hampshire enjoy a rich and diverse environment:	No
People in Hampshire enjoy being part of strong, inclusive communities:	Yes

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

2. Equalities Impact Assessment:

This is a scrutiny review document setting out the work programme of the Committee. It does not therefore make any proposals which will impact on groups with protected characteristics.

3. Climate Change Impact Assessment:

This is a scrutiny review document setting out the work programme of the Committee. It does therefore not make any proposals which will impact on climate change.

Select Committee proposed site visits 21/22

November

- HRO Local Studies Archives and HGS took place on 4 November

January

- Calshot and Tile Barn Outdoor Activity Centres – 24 January

February

- River Hamble Country Park – Carbon Park/Manor Farm and Royal Victoria Country Park – 22 February

The following visit are still to be confirmed.

- Ashford Hangers/QECP (bike base)/Butser Hill project and BOATS
- Basingstoke Canal
- Basingstoke Chineham Library and Milestones
- Gosport Discovery Centre, Gosport Museum and Grammar School (HCT) and High Street
- Gosport Old Grammar School Official Opening to Renovated Museum & Tour of Gosport Discovery Centre
- Path Recovery
- Registration and Coroners Tour of Castle Hill
- Titchfield Haven & Landscape Scale + Upper Brownwich Farm
- Winchester Discovery Centre
- Winchester Tour of Chilcomb House (HCT)

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