



Memorandum of Understanding between

AMOT and Durham County Council

2017 - 2020

AMOT

The Army Museums Ogilby Trust is a private charity founded in 1954 by the late Colonel Robert Ogilby DSO, DL whose wartime experiences made him a passionate believer in the inspirational power of regimental identity on the British soldier's fighting spirit. His Trust therefore set about the task of honouring the rich heritage of their individual regiments and corps through the medium of museum collections.

As a measure of success, today the Trust is linked with well over one hundred such museums throughout the United Kingdom, all as varied and individual as the regiments they represent. They are a rich source of historical information and they provide unique insights into the inspirational deeds of courage, bravery and good-humoured fortitude that have characterised the British Army through the centuries. In addition to the collections that are so proudly displayed, most of them possess valuable records and other archive material. They have something of interest for all, from Old Comrades to the adventurous young and from the serious student of military history to the casual visitor.

The DLI Collection

The DLI (Durham Light Infantry) collection dates from 1758 – 2011 and includes firearms, uniforms, archive, medals and ceremonial items among many others and is historically significant for the County. The collection is owned by the Trustees of the Former Durham Light Infantry and is curated and cared for on their behalf by Durham County Council.

In 2016, the DLI Trustees and County Council agreed a new sustainable approach to the conservation and display of the collection; the full collection was removed from a standard and aging museum building into a new state of the art collection and storage facility alongside the County's wider collections stores, at Sevenhills. This storage facility would be supported with an ongoing outreach educational programme and a range of exhibitions to showcase the collection.

Sevenhills (the home of the DLI collection) was opened in autumn 2016 and attracts researchers and historians, members of the DLI family and the general public – all of whom feel a local connection to their regiment. The primary focus is to make the collection come to life for a worldwide audience whilst maintaining the memory of heroic local people.

The education offer delivered and coordinated by the County Council curator and education team continues to enable the collection to connect the whole community, engaging primary and secondary schools, those people with disabilities, community groups, reminiscence groups, and history and heritage groups. It now predominantly reaches out to local communities (rather than simply schools) by working with them and is working closer with veteran military organisations, with a growing network of volunteer's veterans supporting the activity; talking to the children and groups.

The past year has demonstrated an increased appetite for outreach activity rather than the previously delivered traditional schools outreach model. Additional publicity, over the last twelve months, has opened up new avenues of communication and an increased desire for the public to request bespoke 1:1 sessions and more detailed enquiries.

In addition, the next five years will see five annual exhibitions to tell the remarkable stories, supported by a semi-permanent exhibition delivered in partnership with Durham University in which a selection of the collection is on show alongside a 'medal on demand' viewing service.

The location of the semi-permanent exhibition on Palace Green, next to the Cathedral and remembrance gardens, enables a greater passing footfall, and resilience through working in partnership, when resources are shrinking.

The County Council and the DLI Trustees have found a new solution to the challenging financial period and are keen to build on this in new ways, further enabling increased conservation of the collections and enabling access in new creative ways.

Rationale

Throughout this challenging change, AMOT has supported and guided both the DLI Trustees and the Local Authority. This Memorandum of understanding between the Local Authority and AMOT seeks to formalise our working relationship to ensure that the best future possible is provided for this important military collection.

Vision

AMOT will work with The DLI Collection and Durham County Council to deliver a programme of increased collection accessibility, preservation, and community engagement as part of AMOT's Arts Council England funded programme *Army Museums into the Future*. The aim will be to deliver a programme of events and activities to support the preservation, cataloguing and public access to the collections and to do so in a manner which enhance the wider development of knowledge, skills, and understanding within the army museums sector.

Background

AMOT, Durham County Council and the Trustees of the Regimental Chattels of the Former DLI, already have strong links in developing and supporting the reshaping of the DLI Collection offer.

This MoU underpins this existing activity and formalises the relationship between the two primary organisations. AMOT, is already committed to supporting the DLI Trustees to modernise and standardise their governance arrangements to enable the Board to be reskilled to provide a strong basis for the future. This MoU will further develop the relationship to support vital curatorial collections and development work to open up records to the public and enliven the DLI offer in a sustainable tangible way.

Action Planning

The collection moving to Sevenhills has enabled an audit of 'where we are' to be established, and to some extent engaged increased interest in the potential of the collection from a wide range of stakeholders.

The action plan, (appendix 1) identifies the stages the collection needs to progress through to move to a modern contemporary approach in preservation, access, display and engagement. This work is in line with our Collections Accredited Status and SPECTRUM standards. Clearly this list of tasks is beyond the resources and capacity of the County Council support.

In summary the action plan seeks to develop an accessible and simple way for local people to access the DLI Collection, in one cohesive and image laden website. This will be the primary outcome and core duty of the funded DLI Collection Project Manager. This task will be supported by the further development of an outreach programme, specialist training, engagement and upskilling of heritage and collections volunteers, involvement of Veterans of the regiment and communities across the county from which the DLI recruited.

It is hoped that working with AMOT a number of actions will be jointly agreed for funding.

- At present, only 40% of the collection (medals) have been completely audited. engagement of a dedicated project curator will enable us to expedite this process for the whole collection and enable information to be accessible to the public.
- Significant treasures will also feature 3D imagery – protecting vulnerable and fragile objects from handling and helping us safeguard the integrity of all objects in the collection for future generations.
- Moving to a single Collections Management System will vastly improve access in a much shorter period. The approach will be to release the online records with enhanced object images in stages throughout the funding period, engaging audiences locally, nationally and internationally.

AMOT

Recent research identified that there is a need to support those working in army museums, both heritage professionals, and heritage volunteers, across a range of different subject areas including:

- **To better understand and develop army museum collections**
- **Develop a programme of support for army archives**

How we will work together

Our partnership will build on knowledge and experience from our previous successful working relationships and shared organisational learning. Together we will seek to establish a programme of training which supports those working on the collection, researching it and developing programmes which draw on the key skills of each organisation.

Regular dialogue will be held between AMOT and Durham County Council to ensure shared understanding, delivery of the action plan to time and to budget, and evaluation of both the partnership and the needs of the sector for future development.

Guiding principles

Both partners commit to:

1. **Shared insight, skills and knowledge:** we will use our shared understanding of the military sector to formulate successful and required training days.
2. **Legacy:** We will establish an easily accessible and searchable database to enable public interested in the DLI to search the collection and aid their study.

3. **Evaluation:** we will monitor the events and activities and conduct a survey with the sector annually to understand the effectiveness of our programming and the changing needs of the sector and respond accordingly
4. **Planning:** we will work together to plan for the future – both in this area of work and other relevant activities which may benefit from shared partnership working.

Resourcing the Plan

Durham County Council, led through its Culture and Sport services, will continue to commit its current expertise to care for the Council's collections, including the DLI collection and our advice to the Trustees, and the provision of a vibrant programme of education and exhibitions, as best as possible within its current resource. The Council currently commits approximately £150k per year, in fulfilling its responsibilities towards the DLI collections. In addition to this resource the Council retains its support to the archive written collection, much of which is accessed by enthusiasts and also used in supporting a range of the exhibitions and outreach work. A clear joint working arrangement exists between the services ensuring a positive experience exists and single customer offer.

However, the capacity to make some of the sustainable planned improvements for the future of the DLI collection is challenged, particularly the detailed work around the collection and cataloguing/digitalisation.

In order to complete the additional work articulated in the attached plan and significantly move forward the DLI Collection, a funding request of £85,000 is requested from AMOTs funds across a 2 year period.

It is our intention that this would cover the initial two year period of the additional curator cost to specifically develop and deliver the programme of works. A funding schedule is appended as **Appendix 2**. The funding would provide a much needed boost to the DLI collection management.

Good partners agreement

AMOT and Durham County Council will each inform the other partner prior to any sensitive messages emerging that might impact on the other organisation. Both partners will share information with each other about any agreements with third parties as appropriate. Both organisations will observe confidentiality as required in relation to shared information that is not in the public domain.

Terms of the Memorandum of Understanding

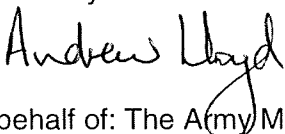
This Memorandum of Understanding shall take effect from the date of signature by both parties and continue, in the first instance, for two years. It will be reviewed after the first nine months and annually thereafter by both organisations' lead officers. It is not intended to – and shall not – create any legal obligation between the parties.

This Memorandum of Understanding is made on:

Date:

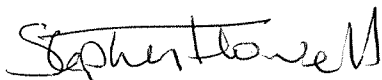
Between:

Name: Andrew Lloyd

Signature: 

For and on behalf of: The Army Museums Ogilby Trust, 58, The Close, Salisbury SP1 2EX

Name: STEPHEN HOWEN

Signature: 

For and on behalf of: The DLI Collection (Durham County Council)

Appendix 1

Overarching Collection Action Plan 2017 -20

This is the basis of our three year programme of work across collections owned or cared for by DCC, Culture and Sport. It merges new activities and events funded through the AMOT programme with existing activity based on Oral history, Collections management, Volunteering, increasing diversity, Education development, digitisation, training and public engagement. The collection plan is separated into core collections work, projects and DLI development work. **Actions in bold are those to which AMOT funds will be used to support.**

Recently completed tasks from previous action plan – updated July 2018

Core Collections work plan		Work lead/s	Start date	End date	
DLI Sevenhills, Killhope	Development of initial volunteer roles and student placements	Principle Heritage Manager / Volunteer Manager	March 2017	December 2017 COMPLETED	DCC
DLI Sevenhills, Killhope	Development of initial volunteer roles and student placements	Principle Heritage Manager / Volunteer Manager	March 2017	December 2017 completed	DCC
DLI Sevenhills	Completion of audit and checking of locations after collection relocated to Sevenhills	Principle Heritage Manager	June 2016	September 2017 completed	DCC

Collection projects	Description of associated tasks	Project lead	Target completion date	Engagement with	Funding by
Frontline	External Hardwick Hall event , potentially annual – deliver a new DLI trail in the grounds	Principle Heritage Manager	June 2017 – completed	HP, Friends	DCC
Mining Art Gallery	Facilitate loan to ACT of initial items on list provided	Principle Heritage Manager	July 2017 – completed	ACT, Gemini Trust, DLR, International Office	DCC
Archaeology storage	Development of archaeology collection storage options and way forward	Principle Heritage Manager	July 2017 – completed	ACT, DCC Archaeology,	DCC
Hackworth Collection	Relocation from Locomotion stores to Sevenhills stores	Principle Heritage Manager	August 2017 – completed	SMG, Locomotion	DCC
Bookstore and Library	Establish a fully functioning supporting bookstore collection and review the research library function and holdings	Principle Heritage Manager	September 2017 – completed	Friends	DCC
VC Paving Stones	Liaison with external groups and AAP's to commemorate the centenary of the each VC Winner	Principle Heritage Manager	December 2018 – completed	AAP's, DCRO, families	DCC
Education offer	Develop new thematic packages in line with curriculum – medicine and trenches; soldier in time,	Principle Heritage Manager	August 2017 – completed		DCC

On target – in progress

Collection – DLI Development	Description of associated tasks		Start date	Release date target	Funding by
Drums	Match biographies, update 4,000 records – work on reconciliation – add to MODES	NEW	December 2017	September 2018	DCC, AMOT
Biographies	Data cleanse, field matching, importation of 18,000+ records, – add to MODES	NEW	December 2017	December 2018	DCC, AMOT
DLI Collection	Reaccreditaion	Principle Heritage Manager	September 2018	Trustees	DCC
Collateral / commercial	Develop outline specification for DLI collection guide	Principle Heritage Manager / AS	August 2017		DCC, Arts Council (bid)

Core Collections work plan		Work lead/s	Start date	End date	
DLI Sevenhills	Collection backlog and accessions	Principle Heritage Manager	April 2017	Ongoing	DCC
DLI Sevenhills	Consideration and development of apprenticeships to support collection care	Principle Heritage Manager/Volunteer Manager	March 2018	December 2018	DCC
DLI Sevenhills	Housekeeping and environmental monitoring	Principle Heritage Manager	May 2016	Ongoing	DCC
DLI Sevenhills, Killhope, DCC wider collections	Loans in / out documentation – historic and current	Principle Heritage Manager / NEW	2016	2020	DCC
			2016	Ongoing	

	Enquiries, media releases and specialist outreach activity with partners when each phase completed and released	NEW	2017	2020 and beyond	DCC / AMOT
Collection projects	Description of associated tasks	Project lead	Target Project completion date	Engagement with	Funding by
Lambton Cap	Establish rotation plan to safeguard collection on display and create replica cap	Principle Heritage Manager	August 2017	PGL, Trustees	DCC
Killhope	Reaccreditation	Principle Heritage Manager	March 2019	Friends of Killhope	DCC
Silver from Chattels	Chattels of the DLI – project to select items for the collection before disposal by Trustees	Principle Heritage Manager	December 2020	Hartlepool	DCC
DCC Legacy Collections	Project to establish collections principles for the dispersed DCC owned collections and their future care and display.	Principle Heritage Manager	December 2020	DCC staff	DCC
DCC Archives – replacement venue	Contribution to the incorporation of Local Studies reference books into project scope and plans	Principle Heritage Manager	December 2020	DCRO	DCC
DCC Archives Relationship	Clear approach to liaison and use of DLI collection and written records together, ensuring engagement and communications with wider external partners eg Trustees, AMOT, University	Principle Heritage Manager	December 2020	DCRO	DCC

Collection – DLI Development	Description of associated tasks		Release date target		Funding by
Swords	130 records to be reconciled – add to MODES	NEW	December 2017		DCC, AMOT
Firearms - DLI Collection	Collate 160 records, markings research, object files, police inspections, MOD exemptions– add to MODES	NEW	March 2018		DCC, AMOT
Colours / Textiles	40 objects – add to MODES	NEW	December 2018		DCC, AMOT
Framed items / memorials / presentations	100+ – add to MODES	NEW	December 2018		DCC, AMOT
Drums	15 items – add to MODES	NEW	December 2018		DCC, AMOT
Photographs / film / music	– add to MODES	NEW	By 2019		DCC, AMOT
Boxed collection	1,000 boxes of various contents - this would be one of the final aspects, slow release over years after the end of initial project, quarterly – silverware, etc – add to MODES	NEW	2019 onwards		DCC
Archive / Transfer to DCRO	30 boxes – review of collection, create object files, – add to MODES	NEW	2019 onwards		DCC
Badges and Insignia	1,500 objects, significant ID needed to complete task. Opportunity to use in guide creation - – add to MODES	NEW	2019 in stages		DCC, AMOT
Costume – DLI Collection	Investigation and research into 600 items of costume, photography of objects, data	NEW	December 2020		DCC

		input – training session for professional – add to MODES				
Existing at DCRO	Archive	Create object files, verify location, – add to MODES				DCC

Appendix 2

Funding Schedule

- Funding for one specialist DLI Collections Project Manager / curator to oversee all aspects of the programme at a total cost of £85,000 for a two year fixed period post. Being £42,500 in year one and £42,500 in year two.