

Local Member Interest	Nil
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## STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

7<sup>th</sup> February 2019

### JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2018/19 & 2019/20 NET REVENUE BUDGET

#### Recommendation(s)

1. That this report informing the Joint Committee on the predicted outturn for the Joint Archive Service for 2018/19 is received and noted.
2. That the Joint Committee approves the investment of £30,000 for the installation of appropriate environmental controls in the newly allocated storage area in the basement of the City Central Library Hanley which is to be funded from the Joint Archives General Reserve.
3. That the 2019/20 net revenue budget be approved by the Joint Archive Committee.

#### Joint report of the Director of Finance & Resources and the City Director of Resources - Assistant Chief Executive

#### Reasons for Recommendations

4. The Joint Archive Service budget for 2018/19 is predicted to be underspent by £16,653. The General Reserve currently holds a balance of £289,018 and the Archive Acquisition Reserve currently holds a balance of £57,542.
5. The 2018/19 Joint Archive net revenue budget is approved.

#### Background

#### Predicted Net Revenue Outturn 2018/19

6. The predicted outturn for the Joint Archives Service is set out in *Appendix 2*. It is expected that the service will spend £847,417 compared to its current approved budget of £864,070 to give an overall estimated underspend of £16,653 which will be transferred from the General Reserve at the end of the financial year.
7. A further assessment of the net spend forecast indicates that at the year end, managed vacancy savings on staff and training totalling £30,815 are currently offsetting small overspends arising on both transport and

supplies & services totalling £8,057, plus an anticipated under-recovery of income (predominantly from sales and miscellaneous income) of £6,105 to produce an anticipated outturn underspend position of £16,653 in 2018/19.

## **Reserves**

8. There are currently two Reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The balances on these two Reserves are set out in *Appendix 3*. The General Reserve currently has a healthy balance of £259,018 (including the £153,079 New Burdens Grant Funding for investment in new archive storage capacity) and the Archive Acquisition Reserve, which enables the Joint Archive Service to purchase local collections for the benefit of archives users in both the City and the County, currently holds a balance of £57,542 which has remained unchanged for several years
9. The City of Stoke on Trent Libraries and Archives are seeking authorisation to release a further sum of £30,000 from the General Reserve to install suitable environmental controls in the newly allocated storage area in the basement of the City Central Library to meet Archive Accreditation standards following recent investment in suitable shelving and minor capital works in the Solon Room.

## **Net Revenue Budget 2019/20**

10. The detail of the 2019/20 net revenue budget for the Joint Archive Committee can be found as *Appendix 4* to this report.
11. Under the current terms of the Joint Archives Agreement (JAA), the total cost of the service is currently apportioned between the two respective local authorities based on the latest available population levels across the County. This budgetary apportionment method has resulted in a percentage share to the City Council of 22.67% and for the County Council's percentage share to be set at 77.23%. However, as both local authorities have reduced spending in previous years and continue to do so in future years it has now become impossible to achieve the exact budgetary split year on year.
12. A separate paper on today's agenda will update the Joint Committee on the current JAA review and the annual budget setting methodology with the recommendation that this percentage apportionment method is to be removed from the new agreement.
13. From 2019/20 onwards, Staffordshire Archive Service must now deliver £410,140 in savings across both the Joint Agreement and Non-Agreement elements of its budget as it begins to implement its 'one site' service restructure. The impact of these predicated savings is that Staffordshire's Joint Agreement budget has now been reduced to £438,660 (or 69.34% of the total JAC budget) whilst the Stoke on Trent City Council's budget has been set at £194,000 (or 30.66%).

## **Appendix 1**

### **Equalities implications:**

No significant implications.

### **Legal implications:**

For 2018/19, the Joint Archive Agreement budget will be subject to an annual Audit and return.

A review of the current Joint Agreement.

### **Resource and Value for money implications:**

The Joint Agreement budget is monitored regularly throughout the year.

### **Risk Implications:**

No significant implications.

### **Climate Change Implications:**

No significant implications.

### **Health Impact Assessment screening:**

No significant implications.

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### **List of Background Papers**

Joint and Other Archive Services 2018/19 & 2019/20 budget file.