

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 21 June 2012

11.00 am

Civic Centre, Glebe Street,
Stoke-on-Trent, ST4 1HH

PLEASE NOTE REVISED TIME OF MEETING

John Tradewell
Director of Law and Democracy
13 June 2012

A G E N D A

1. Appointment of Chairman and Vice- Chairman

The standing orders for the Joint Committee state that: -

“At its annual meeting the Joint Committee shall elect until the date fixed for the next following annual meeting a Chairman and Vice-Chairman from amongst its members (on a rotating basis alternatively between the two Council’s) but so that the Chairman and Vice-Chairman shall not be representatives of the same Council”.

At the Joint Committee meeting on 16 June 2011, Mr. P. Corfield was appointed Chairman and Mrs. G. Hassall was appointed Vice-Chairman up to the annual meeting of the Joint Committee in 2012

2. Apologies

3. Declarations of Interest in accordance with Standing Order 16

4. Minutes of the meeting held on 23 February 2012 (Pages 1 - 6)

5. Staffordshire and Stoke-on-Trent Archive Services: Annual Report 2011/12 (Pages 7 - 10)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

6. Revised Local Performance Indicators (Pages 11 - 16)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

7. **Additional fees and charges 2012-2013** (Pages 17 - 20)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

8. **Joint Archive Service - Outturn 2011/12** (Pages 21 - 26)

Joint report of the Director of Finance and Resources and the City Director of Central Services

9. **Date of next meeting - 22 November 2012**

The meeting will be held at the County Record Office, Eastgate Street, Stafford

10. **Exclusion of the public**

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below”.

PART TWO

(All reports in this section are on pink paper)

Nil

Membership

Pat Corfield (Chairman)
Ian Parry
Janine Bridges
Jeremy Oates (Observer)

Substitutes
Mike Maryon
Liz Staples
Gwen Hassall (Vice-Chairman)

Minutes of the Staffordshire and Stoke-on-Trent Joint Archives Committee meeting held on 23 February 2012

Present: Pat Corfield (Chairman), Gwen Hassall (Vice-Chairman) and Liz Staples (Substitute)

Apologies for absence: Ian Parry and Simon Tagg

PART ONE

15. Declarations of Interest in accordance with Standing Order 16

No declarations at this meeting.

16. Minutes of the meeting held on 7 December 2011

RESOLVED – that the minutes of the meeting held on 7 December 2011 be agreed and signed by the Chairman.

17. Annual Implementation Plan, 2011-12: Predicted Outturn

The Committee considered a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services detailing the predicted outturn against the targets set in Joint Archive Service's Annual Implementation Plan for 2011-2012.

The year 2011-2012 had been one of transition and change as new staffing structures and changes to opening hours had been implemented. This has had some affect on the performance outturn as the Service had adapted to these changes. However overall the performance of the Service had been maintained at previous high levels with some targets being exceeded compared to last year's outturn. Members noted a number of highlights and key achievements throughout the year detailed in the report. They noted that, as there were no national performance indicators, the Archive Service reported against local indicators and the predicted outturn against those targets. This year there had been no National Archives self-assessment as work was now underway to develop a new Archives Accreditation Scheme led by the National Archives.

The Committee noted that the Archive Services was only the third County to receive Designated Status, which was a great achievement for the Service.

The Archive Service Implementation Plan had seven outcomes which set the vision for the Service from 2009 – 2012. The Key achievements against each outcome were: (i) the customer is at the heart of service delivery; (ii) an innovative online presence which showcases Staffordshire's archives; (iii) engagement with Staffordshire's communities to strengthen their identity and place; (iv) engagement with people of all ages in activities which celebrate and discover Staffordshire's history; (v) a well managed and high performing service; (vi) improving and promoting user access to Staffordshire's archive collections; and (vii) delivering high quality care of Staffordshire's archive collections.

Members noted the detail of performance to local indicators showing personal use of the Archive Service and online use had seen falls in visits to the main website which could be linked to falls in onsite visits as people access the site in connection with a visit. However they noted visits to other online resources and the online catalogue had seen increases (up 32%/29% respectively).

Following a query about the Staffordshire Hoard the Chairman was informed about the Mercian Trail and a bid for National Lottery funding, to develop a touring community exhibition to explain the significance of the Hoard to a wider audience. The Head of Archive Services also reported on the current situation regarding the Wedgwood Collection and informed the Committee of the support given so far by the County Council and City Council.

The Chairman suggested that there was a review of the indicators to meet the modern service and include a new usage figure to provide a more accurate reflection of the work delivered by the Archive Service. The review should also include an indicator to show the level and effect of community engagement work by the Archive Service. He also asked that the Committee's thanks be passed to the staff for the excellent work done.

RESOLVED – that the report be received as a record of the predicted performance of the Joint Archive Service for the year ending 31 March 2012.

18. Predicted Outturn 2011/12 and Proposed Revenue Budget 2012/13

The Committee considered a joint report of the Director of Finance and Resources and the City Director of Business Services detailing the current predicted outturn for 2011/12 for the Joint Archive Service and to consider the budget position for 2012/13.

Members noted that the latest revenue outturn forecast showed an anticipated underspend of £13,997 at the end of the financial year. The current balance on the General Reserve was £96,204 of which £55,000 had already been earmarked. The Committee were asked to approve the earmarking of £55,000 towards alterations and environmental controls at Stoke.

The Archive Acquisition Reserve had a balance of £63,814 towards the purchase of new collections.

Members noted that the proposed revenue budget for 2012/13 of £660,550 had increased by 8.8% when compared to estimate for the current year.

Under the Joint Archive Agreement the total cost of the service was currently apportioned between the two authorities 77.56% (County) and 22.44% (City), based on the June 2008 population estimates for the County and the City. It was proposed to revise the apportionment of revenue costs to reflect the latest available respective population levels as at June 2010. This would increase the percentage charge to the County Council to 77.59% for 2012/13, with a corresponding decrease in the City Council's percentage share to 22.41%. The proposed revenue budget had been apportioned on this basis and the County's proposed share of the costs is £512,520 and the City's £148,030. Both authorities have sufficient budgetary provision to meet these costs.

RESOLVED – (a) That the report be received.

(b) That the sum of £55,000 be earmarked from the General Reserve to cover alterations and environmental controls at Stoke.

(c) That the revenue budget proposed for 2012/13 be approved and submitted to the County Council for consideration.

19. Forward Plan 2012-2015

The Committee received a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services detailing the new three year Forward Plan. It was noted that the Archive Service continues to work towards outcomes set over a three year period to support delivery to corporate outcomes and also to meet national accreditation schemes.

The Joint Archive Service had worked to a three year planning cycle since its inception in 1997. The scope of this sixth plan had extended to include the Heritage Service (County Museum Service) which became part of Archives and Heritage in December 2011. This report will focus on the Joint Archive Service work although inevitably there is cross over between the two. The Committee noted the vision for the service for next three years was - *To deliver a vibrant archive and heritage offer for Staffordshire's people, places, communities and its visitors.*

Members noted that the eight outcomes for the new plan were:- (i) an integrated onsite and online customer experience; (ii) an innovative online presence which showcases Staffordshire's collections; (iii) engagement with Staffordshire's communities to strengthen their identity and place; (iv) celebration and discovery of Staffordshire's history; (v) a sustainable and high performing service which provides leadership for the Archive and Heritage sector; (vi) improving and promoting user access to Staffordshire's collections; (vii) delivering high quality care of Staffordshire's collections; and (viii) extended volunteer working in Archives and Heritage providing opportunities for people to increase their skills and help support access to collections.

The Committee noted that the Archive Service had seen a reduction in its resources over the last three years and the new plan took account of this. However it was still ambitious and clearly partnership working, use of volunteers and investment in current staff would be vital to effective delivery. Working across Archives and Heritage as one service would help to make the best use of available resources. By utilising the new opening hours effectively the Service would be able to build on its work in the community to extend this and deliver a vibrant archive and heritage offer within the county and city.

Members also noted that the service would see the delivery of online access to key family history sources by commissioning a commercial partner, in the next three years. It was intended that this would widen access and generate income but would also allow the service to focus on the user experience in other ways.

RESOLVED – that the report on the Forward Plan 2012-2015, be received.

20. Digitisation of key family history collections

The Committee considered a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services giving details of the proposed digitisation of the key family history collections.

The Joint Archive Service had been preserving archive collections and making them available for public access in a variety of ways for over 65 years. The heavy user demand for access to family history resources had meant that these collections had previously been microfilmed to provide a surrogate so that originals could be preserved and allow access from several service points around the county and city. There was increasing demand to view these resources online through commercial family history websites such as Ancestry.com and Find My Past. This trend was initiated by the National Archives over ten years ago when the 1901 census was published online and they had continued to develop their online service. The government policy, Archives for the 21st Century, encourages local authority archive services to do the same.

The Committee noted the reasons that the Joint Archive Service should pursue this project include:

- World wide access to the Archive Service's most heavily used collections
- Generation of income to help support the care of these archives
- Meeting user demand for online access
- Enables the Service to devote more time to developing work with communities to raise awareness of archives that relate to their place and raise pride in their local heritage
- Ensures Staffordshire is not left behind as other archive services deliver access online in this way (London Metropolitan Archives, Dorset History Centre, Liverpool, Manchester, Warwickshire and Cheshire are amongst services which have already launched their content online).
- Meeting objectives of the government policy on Archives

The Committee noted that the scope of the project would cover digitisation of the most heavily used and name rich sources for family history. Archive Service had been working on ensuring that permissions for the use of the original material were required and the Legal Services team had been working on the Proposal Document with the Archive Service using a model document from Dorset History Centre. It was intended that this proposal would be completed by April 2012 with a view to inviting commercial family history companies to bid against the proposal to become the partner in this project in May. Estimated timescales were completion of contract details by mid summer ready to start digitisation in late summer/early autumn. The digitisation process could take about 9-12 months depending on how it was carried out.

RESOLVED – (a) that the report on the project to digitise the key family history collections be received.

(b) that the Joint Archive Service commission a commercial partner to deliver the project as a partnership.

21. Date of next meeting - 21 June 2012

RESOLVED – that the next meeting of the Staffordshire and Stoke-on-Trent Joint Archive Committee would take place on Thursday 21 June 2012 at 10.30 am at the Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH.

Chairman

Documents referred to in these minutes as Schedules are not appended, but will be attached to the signed copy of the Minutes of the meeting. Copies, or specific information contained in them, may be available on request.

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
21 June 2012**

**Staffordshire and Stoke on Trent Archive Service:
Annual Report 2011-2012**

Recommendation(s)

1. That this report informing the Committee about the annual report on the work of the Staffordshire and Stoke-on-Trent (Joint) Archive Service for the period April 2011 to March 2012 is received and approved.

Report of Deputy Chief Executive and Director for Place (Staffordshire County Council) and Director of Adult and Neighbourhood Services (Stoke on Trent City Council)

Reasons for Recommendations

2. The accompanying Annual Report provides an account and review of the work and performance of the Staffordshire and Stoke-on-Trent Archive Service for the financial year, April 2011 to March 2012.

Background

3. The terms of the Joint Agreement for Archive Services between Staffordshire County Council and Stoke-on-Trent City Council requires an annual report on the work of the Joint Archive Service to be brought to the Annual Meeting in June. The Annual Report also provides the means by which the Committee can be presented with a full overview of the range of activities, progress and performance of the Service.

4. The year 2011-2012 was the third in the current three-year planning cycle for the Joint Archive Service. This year's Annual Report shows both positive achievements and steady progress towards meeting the overall strategic objectives of the Archive Service within the current Forward Plan, 2009-2012. These objectives are:

- To put the customer at the heart of service delivery.
- To build upon our innovative online presence
- To engage with Staffordshire's communities to strengthen their sense of identity and place
- To engage people of all ages in activities which celebrate and discover Staffordshire's history

- To continue to build a well-managed and high performing service
- To improve and promote user access to collections
- To deliver high quality care of our irreplaceable archive collections

5. The Annual Report demonstrates a productive year for the Joint Archive Service in terms of its performance, achievements and associated activity. The most notable successes have been: achievement of the Designation Award, full compliance with the Customer Service Excellence Standard, completing the Children on the Move Project funded by Heritage Lottery Fund, the Out of Darkness Exhibition, continuing meet Service targets with reduced staffing and moving into our new outstore to enable the continued expansion of our collections.

6. The Service made good progress in the core areas of activity: improving access to collections; the public services; cataloguing; learning; preservation; and conservation. It was a particularly successful year in terms of outreach working with some very positive outcomes for communities.

7. The year was also a challenging one as the Service restructured during the autumn and consulted on implementing reduced opening hours from April 2012. Personal visits continued to fall by 17% overall but skewed by significant falls at Stoke on Trent City Archives after it implemented shorter opening hours from April 2011. However online visits were up between 44% and 50%. Attendances at events were up 11% as were the number of volunteer hours given to the Service. Use of the Service is changing and it is adapting to meet this changed demand.

8. The Joint Archive Service produced good performance results against its local targets for public service delivery and achieved a 99% customer satisfaction rating in its local Customer Survey.

9. Overall it was a successful year for the Service continuing to meet high standards whilst also implementing significant changes.

Report author:

Author's Name: Joanna Terry, Head of Archives
 Telephone No: (01785) 278370
 Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Annual Report 2011-2012	Joanna Terry/Place/ x278370

Appendix 1

Equalities implications:

This report has been prepared in accordance with the personnel and equal opportunities' policies of the County Council and the City Council.

Legal implications:

The work of the Archive Service is governed by the Joint Agreement and other legislation to allow both authorities to meet their legal obligations.

Resource and Value for money implications:

The Archive Service delivers a range of work which is measured in a number of ways and detailed in the appendices of the Annual Report.

Risk implications:

None applicable.

Climate Change implications:

None applicable.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Annual Report 2011-2012	Joanna Terry/Place/ x278370

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
21 June 2012**

Revised Local Performance Indicators

Recommendation(s)

1. That this report informing the Committee about proposed revisions to the Local Performance Indicators is received and approved.

Report of Deputy Chief Executive and Director for Place (Staffordshire County Council) and Director of Adult and Neighbourhood Services (Stoke on Trent City Council)

Reasons for Recommendations

2. At the last Joint Archive Committee on 23 February 2012 the Committee requested a revision to the Local Performance Indicators to update them so that they reflect the range of work that the Joint Archive Service undertakes. The revision also takes account of the current priorities of the two local authorities.

Background

3. There are no national indicators for local authority archive services. The Joint Archive Service sets its own Local Performance Indicators. The current indicators have been in place without significant change since 2003. They focus on the onsite public service; the development of online services and resources; customer satisfaction; and collecting activity. The Annual Report 2011/2012 has included the performance against the current indicators.

4. The Archive Service has changed significantly since 2003 seeing a rise in online use against falling onsite visitor numbers, an increase in the use of volunteers, and more outreach and events delivered onsite as well as within local communities. The focus of the Archive Service is changing as it seeks to digitise key collections for family history with a commercial partner and it is therefore timely to review the current performance indicators.

5. The proposed indicators retain the customer satisfaction rating and collecting activity as key areas which the Archive Service still sees as a priority. There is a new indicator which wraps up onsite, online and remote services as Use of the Archive Service. This includes:

- Personal visits
- Online visits for all Archive Service websites
- Enquiries (postal, email, telephone)
- Remote services (photocopying, research services)

The above figures will continue to be collected separately. The Archive Service is seeking to develop new online content to explain and interpret its collections as well as digitising archive sources with a commercial partner.

There are two other new indicators for Attendances at Events and Volunteer Hours; this represents Engagement with the Archive Service. This is a growing area of use for the Service and an area which supports the local community, helps skill people to promote growth in jobs and prosperity and ensures people have a range of cultural and learning activities which they can access and enjoy. As this supports the priorities of both authorities it is appropriate to include them as performance indicators.

6. Once we have digitised our archive content with a commercial partner we will ensure that this is reported separately.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

Appendix 1

Equalities implications:

The service continues to offer choice in the way its services are accessed and has delivered a range of events onsite and offsite to reach a variety of audiences.

Legal implications:

The work of the Archive Service is governed by the Joint Agreement and other legislation to allow both authorities to meet their legal obligations.

Resource and Value for money implications:

The Archive Service delivers a range of work which is measured in a number of ways.

Risk implications:

Risks of not meeting performance targets are partly governed by resources.

Climate Change implications:

The revised indicators note attendance at onsite and offsite events including community events which have been delivered to avoid unnecessary travel. It also reflects the increased use of online resources.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Annual Report 2011-2012	Joanna Terry/Place/ x278370

STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE:

APPENDIX 2

REVISED LOCAL PERFORMANCE INDICATORS 2012/2013

Indicator	Outturn 2010/2011	Target 2012/13	Outturn 2011/2012
Use of Archive Service			
1. Usages of the Archive Service <ul style="list-style-type: none"> • personal visits • online visits, • email postal and telephone enquiries and orders 	205,653	237,000	232,535
Engagement with the Archive Service			
2. Attendances at: <ul style="list-style-type: none"> • events and celebrations • talks by our staff • educational and community group visits to our offices 	2,958	2,908	3,259
3. Number of volunteer hours	4,430	4,600	4,928
Customer Satisfaction			
4. Percentage of onsite users expressing satisfaction with overall service and facilities (very good and good)	100%	99%	99%
Collecting Activity			
5. New archival collections and unconcluded negotiations with donors or depositors	254	220	242

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
21 June 2012**

**Staffordshire and Stoke on Trent Archive Service:
Additional Fees and Charges 2012-2013**

Recommendation(s)

1. That the additional fees and charges proposed in Appendix 2 to this report be approved for introduction by the Joint Archive Service from June 2012.

Report of Deputy Chief Executive and Director for Place (Staffordshire County Council) and Director of Adult and Neighbourhood Services (Stoke on Trent City Council)

Reasons for Recommendations

2. At the last Joint Archive Committee on 7 December 2011 the Committee approved the fees and charges for the Service from April 2012. Since these fees were approved the Archive Service has received an increasing number of requests for support, advice and training for local history and community groups in connection with applications for grant funding. This has prompted the Service to review its charges again. The report is being brought now to inform members in case they receive questions or comments from local groups about support from the Joint Archive Service.

Background

3. The Archive Service receives requests from community groups to advise them about applications for grant funding for local projects. These projects often involve collecting archives, photographs, artefacts and oral history testimonies. Sometimes the project may also include outreach elements such as exhibitions, events or creating a time capsule.

4. The Service offers support in several ways. It can offer advice about the bid application and a letter of support may also be written. The other way that the Service supports local groups is at the delivery stage of the project by offering training or workshops for the people involved in the project. A recent example is the Chesterton My Place youth project where two members of staff delivered a session on oral history techniques and what to put into a time capsule.

5. Until now all of this support has been given free of charge. However there is evidence that other Archive Services and related cultural services charge for this support and that funders such as Heritage Lottery Fund expect this service to be charged for. The proposed charges have been based on the in-kind charge that the Heritage Lottery Fund and Arts Council recommend for professional advice. Both bodies welcome bids which are supported by organisations such as the Archive Service as it strengthens the bid and ensures that the end product reaches a certain standard. The charge will be made for the workshop session and this can be included

as part of the bid for funding by the community group. Advice will still be given free of charge at the point of writing the bid. Similarly letters of support, where appropriate will also be written free of charge.

6. The proposed fees and charges would only be applied from this point on to ensure that community groups have time to include them as part of their application for funding. Advice at the bid writing stage will still be given free of charge. Advice to other community groups who are not seeking funding will still be given free of charge as part of the basic service provided to potential depositors and organisations who care for collections.

7. To ensure parity across services these fees include those sessions delivered by Staffordshire County Museum Service.

Appendix 1

Equalities implications:

Charges will only apply to new requests for support and will be for workshops not advice on writing bids. Basic advice on care of collections will still be given free of charge for groups who have not acquired grant funding.

Legal implications:

The work of the Archive Service is governed by the Joint Agreement and other legislation to allow both authorities to meet their legal obligations.

Resource and Value for money implications:

These charges will ensure that staff time is covered and that the Service receives appropriate remuneration for its professional support.

Risk implications:

Advice at the bid writing stage will still be given free of charge to reduce the risk that community groups are deterred from seeking funding.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers

Contact/Directorate/ext number

Joanna Terry/Place/ x278370

FEES AND CHARGES FOR SUPPORTING LOCAL/COMMUNITY GROUPS GRANT FUNDED PROJECTS

Session Title	Description	Session Leader	Venue	Cost
1. Time Capsules	A session looking at time capsules. What materials are best suited to surviving in a time capsule, how can you ensure what you put in will survive? The session also includes discussion about what sort of information is worth recording and what is the best way of finding that out? Should you put valuable objects, documents, memories in the ground? Full day session.	Senior Conservator/ Participation & Engagement Officer/ Senior Museums Officer	Staffordshire Record Office	£350
2. Oral History Training	How do you go about starting an oral history project? What is the best way to record the information? How can you ensure not only that your work is accessible but that it survives for future generations to look at? Full day session.	Participation & Engagement Officer/ Senior Museums Officer	Staffordshire Record Office /County Museum	£300
3. Local History Research	Interested in finding more out about you local village, park. This session is intending to help you get started, introduce you to some of the sources and handwriting to help you with your project. Full day session.	Participation & Engagement Officer	Staffordshire Record Office	£300
4. Collections Care: Archives	Looking after archives, how to care for volumes, parchment and paper, looking at issues around preservation and conservation, how to deal with mould, damaged documents etc. Full day session.	Senior Conservator	Staffordshire Record Office	£300
5. Collections Care: Artefacts	Looking after objects, how to care for photographs, costume and textiles or fine and decorative art objects	Senior Museums Officer	County Museum	£300
6. Collections Care: Archives and Artefacts	A combination of sessions 4 and 5. Full day session.	Senior Museums Officer / Senior Conservator	Staffordshire Record Office / County Museum	£350
7. How to put on an Exhibition	Exhibition and display skills for all i.e. mounting objects, label writing and mounting, interpretation etc. Full day session.	Senior Museums Officer	County Museum	£300

Local Member Interest
N/A

**Staffordshire and Stoke-on-Trent Joint Archives Committee
21st June 2012**

**Joint Report of the Director of Finance and Resources and
the City Director of Central Services**

Joint Archive Service – Outturn 2011/12

1. Purpose of Report
 - 1.1 To present the final outturn for the Joint Archive Service for 2011/12.
2. Summary
 - 2.1 The Joint Archive Service budget for 2011/12 was underspent by £29,276. The General Reserve has a balance of £113,268 of which £42,788 has already been earmarked.
 - 2.2 The Archive Acquisition Reserve has a balance of £63,814.
3. Recommendations
 - 3.1 That the report be received.
4. Final Outturn 2011/12
 - 4.1 The outturn for the Joint Archives Service is set out in Appendix 1. The service has spent £577,814 compared with an approved budget of £607,090. This gives an underspend of £29,276 which was transferred to the General Reserve at the end of the financial year.
 - 4.2 The County has underspent by £25,094 due to lower than expected audit fees and savings on supplies and services.
 - 4.3 The City Council has underspent by £4,182 due to savings from staff vacancies and supplies and services.
5. Reserves
 - 5.1 There are two reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The balance of these reserves is set out in Appendix 2.
 - 5.2 The General Reserve has a balance of £113,268. Of this the following sum has already been earmarked.

Alterations/Environmental controls at Stoke £42,788

5.3 The current balance on the second reserve, the Archive Acquisition Reserve, is £63,814. This reserve enables the Archive Service to purchase collections for the benefit of archive users in the County and the City.

6. Capital Budget 2011/12

6.1 There is no capital budget.

7. Personnel and Equal Opportunities

7.1 This report has been prepared in accordance with the policies of the County Council and the City Council on personnel and equal opportunities.

Paul Simpson
Director of Central Services

Andrew Burns
Director of Finance

Background Documents

Public: Staffordshire and Stoke on Trent Joint Archives
Committee 24th February 2011 (Report on Proposed
Revenue and Capital Budgets 2011/12)

Non Public: Joint and Other Archive Services 2011/12 Files

Contact Officers

Kaye Chadwick Finance and Resources
01785 278416 Staffordshire County Council

Mustak Damani Directorate of Community Services
01782 231619 Stoke on Trent City Council

Joint Archives Service
Outturn Position 2011-12

	Core Services		Staffordshire County Sites and Public Services		Stoke City Sites and Public Services		Total for service	
	Current Estimate 2011/12	Outturn 2011/12	Current Estimate 2011/12	Outturn 2011/12	Current Estimate 2011/12	Outturn 2011/12	Current Estimate 2011/12	Outturn 2011/12
	£	£	£	£	£	£	£	£
Expenditure								
Employees	327,010	326,226	197,210	196,150	77,480	75,831	601,700	598,207
Training	1,200	972	850	700	870	513	2,920	2,185
Transport	1,900	1,920	200	87	300	-490	2,400	1,517
Supplies and Services	8,040	680	30,970	17,194	19,920	30,023	58,930	47,897
Total Expenditure	338,150	329,798	229,230	214,131	98,570	105,877	665,950	649,806
Income								
Grants & Reimbursements						1,478	0	1,478
Sales			15,100	13,927			15,100	13,927
Fees & Charges			23,360	23,517	7,550	5,118	30,910	28,635
Miscellaneous	2,900	2,000	4,650	8,440			7,550	10,440
Transfers from reserve	2,300	2,300	3,000	3,000		12,212	5,300	17,512
Total Income	5,200	4,300	46,110	48,884	7,550	18,808	58,860	71,992
Net Expenditure	332,950	325,498	183,120	165,247	91,020	87,069	607,090	577,814
							VARIATION	-29,276

JOINT ARCHIVES GENERAL RESERVE**APPENDIX 2**

21 June 2012

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
Balance brought forward 1 April 2011	43,462	55,742	99,204
2011/12			
Exhibition costs - Staffordshire Hoard	3,000		3,000
Alterations/Environmental Controls at Stoke		12,212	12,212
	40,462	43,530	83,992
Earmarked items			
Alterations/Environmental Controls at Stoke		42,788	42,788
	40,462	742	41,204
Underspend 2011/12	25,094	4,182	29,276
Balance available to spend	65,556	4,924	70,480

JOINT ARCHIVES ACQUISITION RESERVE

Balance brought forward 1 April 2011	66,114	0	66,114
2011/12			
Richard M Ford Ltd - Bound Book	2,300	0	2,300
Balance available to spend	63,814	0	63,814

