

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 20 February 2014

10.30 am

County Record Office, Eastgate Street, Stafford

John Tradewell
Director of Democracy, Law and Transformation
12 February 2014

A G E N D A

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Minutes of the meeting held on 21 November 2013** (Pages 1 - 6)
4. **Annual Service Plan 2013/2014: Predicted Outturn Performance** (Pages 7 - 18)

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

5. **Predicted Outturn 2013/14 and Proposed net Revenue Budget 2014/15**
(Pages 19 - 28)

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

6. **Date of next meeting - 19 June 2014**

The meeting will be held in Stoke-on-Trent (venue to be confirmed)

7. **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)

8. **Exempt minutes of the meeting held on 21 November 2013** (Pages 29 - 30)
(exemption paragraph 3)

Membership

Mike Lawrence (Chairman)
Janine Bridges (Vice-Chairman)
Ian Parry
Michael Greatorex (Observer)

Substitute Members

Ben Adams
Mark Winnington
Andy Platt

Minutes of the Staffordshire and Stoke-on-Trent Joint Archives Committee meeting held on 21 November 2013

Present: Mike Lawrence (Chairman), Michael Greatorex (Observer) and Andy Platt (Substitute)

Apologies for absence: Janine Bridges and Ian Parry.

PART ONE

11. Minutes of the meeting held on 20 June 2013

RESOLVED – that the minutes of the meeting held on 20 June 2013 be agreed and signed by the Chairman.

12. Predicted Outturn 2013-14

The Committee considered the joint report of the County Council's Director of Finance and Resources and the City Director of Corporate Resources on the predicted outturn for the Joint Archive Service for 2013/14 (Schedule 1 to the signed minutes).

The Committee noted that the predicted outturn for the Service showed an expected spend of £663,924 compared with an approved budget of £668,180. This gave an expected underspend of £4,256 which would be transferred to the General Reserve at the end of the financial year.

The Committee also noted that there were two reserves which were held by the Joint Archive Service, these being the General Reserve (which currently had a balance of £86,003 of which £12,000 had already been earmarked for the shelving project at Stoke); and the Archive Acquisition Reserve (which currently stood at £62,342).

The approval of the Committee was sought to the allocation of £50,000 from the General Reserve towards the costs of the proposed extension to the Stafford Record Office.

In response to a question from Cllr. Platt, Kaye Chadwick indicated that, although the two reserves were held separately, subject to the approval of the Committee, funds could be transferred between them although this had not been done in the past. She also confirmed that the funding in the Archive Acquisition Reserve had last been utilised in 2012/13.

RESOLVED – (a) That the report be received and noted.

(b) That the request to use £50,000 from the general reserve be approved.

13. Review of Fees and Charges 2014-15

The Committee considered a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services on the annual review

of the fees and charges levied by the Joint Archive Service (Schedule 2 to the signed minutes).

The Committee noted that, each year, the Service reviewed its fees and charges based on the economic climate and the take up of its services. For 2014/15 minor increases to some fees were proposed including:

- Introduction of a quick research fee of £6.25 for a 15 minute look up of a single item in a record
- Single marriage bond search fee
- Increase to the first copy price for the postal photocopy service
- Increase to the first copy price the postal micro print service
- Increase to fees for talks and visits

It was also proposed to withdraw the duplicate parish register fiche service from 31 March 2014 as this service was no longer required due to the information being available online

The Committee noted that the review had been carried out following a benchmarking exercise with neighbouring archive services and in consultation with frontline staff. In addition each year the Archive Service carried out a consultation forum with a mix of archive users, partners and stakeholders within the service.

The Chairman commented that, with regard to the proposal to withdraw the duplicate parish register fiche service from 31 March 2014, this could lead to a gap when no service would be available pending the launch of the on-line service in the Summer of 2014. In response, the Head of Archives indicated the duplicate parish register fiche service tended to be used sporadically and users often had to wait until the Service had sufficient orders to process. Therefore, in practice, the gap in service would have minimal impact on users.

Cllr. Platt suggested that, with regard to fees for talks and visits, a separate charge should be levied to cover travel costs in respect of talks given by Archive staff to out of county external organisations.

RESOLVED – That, subject to a separate charge being introduced to cover travel costs in respect of talks given by Archive staff to out of county external organisations, the proposed fees and charges for 2014/15 be approved for introduction by the Joint Archive Service from April 2014.

14. Award of Contract for Digitisation of Key Family History Collections

The Committee received a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services on the award of the contract for the digitisation of key family history collections held by the Archive Service (schedule 3 to the signed minutes).

The Committee noted that the contract for the digitisation of the Service's key family history collections was awarded to Brightsolid in March. Since then the Archive Service, with support from Procurement and Legal Services, had been negotiating with the

company to sign the contract. The contract was finally signed towards the end of October and would last for 7 years with the option to extend for a further 3 years. As a result in the delays in signing the contract, the project was now seven months behind schedule. It was anticipated that the first online content would be launched in the Summer of 2014.

RESOLVED – That the report be received.

15. Collection Policy and Strategy

The Committee considered a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services on the review of the Service's Collection Policy (schedule 4 to the signed minutes).

The Committee noted that Staffordshire and Stoke on Trent Archive Service first developed a Collection Policy in 2000. The purpose of the policy was to define the types of collections that the Service would actively collect, ensure the Service did not conflict with or duplicate other collecting organisations' policies, and identify areas in the Collections which needed to be better represented.

The review of the Policy and incorporation of the Collections Development Strategy had been carried out to ensure that the Archive Service would be ready to apply for the new Archive Accreditation Standard. This standard had just been launched by the National Archives and the Archive Service would work towards achieving it over the next 2-3 years.

The Head of Archives indicated that, with regard to the identification of areas in the Collections which needed to be better represented, the Service had limited resources available to carry out major surveys of archives held by other organisations. The last major survey was to encourage deposit of sports records in connection with the 2012 Cultural Olympiad. This achieved modest success but sports records still continued to be one of the areas requiring better representation. Other areas identified as priorities were voluntary organisations, creative industries, and health organisations which had recently experienced significant changes.

She added that the key strategy for the service was to develop advocates to support it in acquiring new collections. It had been agreed that the Friends organisation and volunteers could help to promote the work of the Service and signpost potential depositors to discuss their records with the Archive Service.

The Committee also noted that Service had an annual target of 220 approaches to donors and depositors for new collections.

In response to a question from Cllr. Platt concerning collecting the records held by community groups, particularly new and emerging communities, the Head of Archives indicated that these groups often did not hold/retain any formal records. Cllr Greatrex indicated that Members had a role in acting as champions for the Archive Service and encouraging their local communities to engage with the Service. The Chairman added that, in addition to Members, VAST had a role to play in publicising the Service.

RESOLVED – (a) That the revised Collection Policy for the Staffordshire and Stoke-on-Trent Archive Service be approved.

(b) That action be taken to publicise the work of the Archive Service through local Members and VAST.

16. Digital Preservation Policy

The Committee considered a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services on the review of the Service's Digital Preservation Policy (schedule 5 to the signed minutes).

The Committee noted that the Staffordshire and Stoke on Trent Archive Service first developed a Digital Preservation Policy in 2007. The purpose of the policy was to establish a means of collecting digital records and ensuring their long term preservation. The review of the Policy had been carried out to ensure that the Archive Service would be ready to apply for the new Archive Accreditation Standard which the Archive Service would be working towards achieving over the next 2-3 years.

The Head of Archives indicated that most records in local authorities and even smaller organisations were created in digital format. However, unlike paper records, their maximum lifespan was assumed to be no more than ten years. Digital records could be lost permanently, and instantaneously. Urgent action was needed to ensure the preservation of digital records within Staffordshire and Stoke on Trent.

The new strategic objectives contained in the Policy aimed to build on the existing good work and to mainstream the process of accepting digital archives. They included:

- To continue to monitor contact with key potential depositors of digital archives to ensure that the Archive Service is ready to receive digital deposits.
- To maintain involvement in developments with Staffordshire County Council with regard to future developments of the EDRMS and eventual digital preservation of SCC records.
- To continue to add records to the Digital Archive Repository (DAR)
- To develop and agree protocols for staff access to the DAR and launch public access delivered through the reading rooms of the Archive Service.
- To deliver training for all professional staff on Digital Archives
- To produce public guidance on preferred file formats for deposit within the Archive Service.
- To investigate setting up a DAR for Stoke on Trent City Archives.
- To continue to monitor the Internet Archive and UK Web Archive as a means of ensuring long term access to Staffordshire County Council and Stoke on Trent City Council historical website pages.
- To continue to monitor current best practice in Digital Preservation.

There would also be a strong focus on training across the Service to ensure that all professional staff became more familiar with dealing with digital archives.

RESOLVED – That the revised Digital Preservation Policy for the Staffordshire and Stoke-on-Trent Archive Service be approved.

17. Date of next meeting - 20 February 2014

RESOLVED – That the next meeting of the Staffordshire and Stoke-on-Trent Joint Archive Committee be held on Thursday 20 February 2014 at 10.30 am at the County Record Office, Eastgate Street, Stafford.

18. Exclusion of the public

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.

19. Exempt minutes of the meeting held on 20 June 2013

(Exemption paragraph 3)

RESOLVED – That the exempt minutes of the meeting held on 20 June 2013 be agreed and signed by the Chairman.

20. Staffordshire and Stoke-on-Trent Archive Service: Staffordshire Record Office Extension

(Exemption paragraphs 3 and 4)

The Committee considered a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services on the proposal to extend Staffordshire Record Office (schedule 6 to the signed minutes) and took decisions thereon.

Chairman

Local Members Interest
N/A

**Staffordshire and Stoke-on-Trent Joint Archive Committee
20 February 2014**

**Staffordshire and Stoke-on-Trent Archive Service:
Annual Service Plan 2013/2014: Predicted Outturn Performance**

Recommendation(s)

1. That this report informing the Committee on the predicted outturn against the targets set in Joint Archive Service's Annual Service Plan is received and noted.

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

Reasons for Recommendations

2. The Archive Service has made good progress against its targets this year and a more detailed summary is set out at Appendix 2 to this report. The predicted performance indicators to 31 March 2014 are recorded in Appendix 3.

Background

3. The Service Plan sets the annual targets for the performance of Joint Archive Service. These targets work towards the overall achievement of the Archive Service's current three- year service objectives, which are set out in its Forward Plan, 2012-2015, approved by the Joint Archives Committee at its meeting on 23 February 2012. The key achievements are highlighted below.

4. An integrated onsite and online customer experience

The Archive Service has renewed its award of the Customer Service Excellence Standard and achieved compliance plus for its community engagement work and the use of volunteers in the service. The Service has also carried out its annual customer survey and also consultation on a proposal to centralise the county service sites within an extended Staffordshire Record Office site. 243 responses were received but the results are still being analysed. Progress has been made on the Digitisation Project with the contract being signed at the end of October after delays on negotiations of the contract.

5. An innovative online presence which showcases Staffordshire's archives

Since the development this of the Archives and Heritage Facebook page in 2012 the Service publishes on average two articles a week and expects to post 50 images of documents by the end of the year and currently has 288 likes (up from

100 last year). Work has also continued on adding new indexes to the Staffordshire Name Indexes website including 20 more years of wills and calendar of prisoners indexes.

6. Engagement with Staffordshire's communities to strengthen their identity and place

This year the Rural Roadshow was held in Eccleshall and attracted 110 visitors. The exhibition was given to the town and was used again in August with 170 visitors. The Archive Service and County Museum delivered the Staffordshire Great War Trail project in April which was funded by the Arts Council. Key outcomes were a network of partners, a Great War website and an approved Centennial Strategy for the County Council in which the Archives and Heritage Service play a significant role. Work has continued to stimulate community interest in local history with a new group being set up in Tamworth in partnership with the Library and Arts Service.

7. Celebrate and discover Staffordshire's history

The Service delivered a wide range of events, courses and talks throughout the year with an estimated 3,600 attendances. By far the most popular and well attended event was the exhibition: 'Stafford a proper little town'. This attracted 710 visitors when it ran for three weeks during September and October. It was ably stewarded by our volunteers and the interpretative exhibition was displayed in Staffordshire Place for a further two weeks in November.

8. A sustainable high performing service which provides leadership for the Archives and Heritage sector

The Service achieved approval as a Place of Deposit following an inspection by the National Archives in April. The most significant piece of work has been the development of proposals to centralise County Archive Service sites at an extended Staffordshire Record Office. The proposals were approved by the Joint Archive Committee and Strategic Property Board in November 2013 and are due at Cabinet on 19 February. This major project will occupy the Service for the next 2-3 years.

9. Improving and promoting user access to Staffordshire's archive collections

Work on cataloguing the Archive Service collections has made great progress this year thanks to grant funding, collaboration with Keele University, and the dedication of both staff and volunteers to keep this work moving forward. The grant funded cataloguing project for the Bradford Archive began in September 2013. At the same time the collaborative doctoral award student completed his work on the same collection. In addition the service received £40,000 funding from the National Archives to deliver the Manorial Documents Register project for Staffordshire. All of this work feeds into our online catalogue and allows people to search the descriptions of our collections and encourages use of them.

10. Delivering high quality care of Staffordshire's archive collections

The Annual Conservation programmes have been successfully delivered. Work has been carried out to rationalise space in both Staffordshire Record Office and Unit QB Outstore. This work forms part of the preparatory work for the relocation of the William Salt Library. Further conservation work was carried out on the William Salt Library collections.

11. Extend volunteer working to provide new opportunities for people to increase their skills and increase access to collections

The volunteer programme has continued to make good progress completing a section of the tithe map indexing project and beginning a new section. The preservation volunteer group has continued their work in repackaging aerial photographs and electoral registers.

12. Local Performance Indicators

The targets for the performance indicators were presented at the Joint Archive Committee on 20 June 2013. The figure for usages of the Service is predicted to be 250,000 which is 20,000 below the target. The main cause of the dip appears to be online user statistics. The Service has experienced unexplained dips before along with other cultural services. It seems that changes in the way statistics are collected can have an effect.

Attendances at events is predicted to exceed by about 20%. This is partly because of the exhibition, Stafford a Proper Little Town as it has been displayed at two venues.

Volunteer hours are likely to increase by about 4-5%. There was an increase in the number of hours when the volunteers steward the exhibition in September and October.

The approaches target is likely to be met this year and remains fairly constant about 220 per year.

Performance against the customer satisfaction target is predicted to be maintained but analysis has not yet been undertaken.

13. Conclusion

Overall the performance of the Archive Service has remained strong with success in attracting grant funding resulting in several projects. Added to that work has progressed very well on the major change project to centralise the county sites. Finally the core work has not been neglected and has continued to make steady progress.

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 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 Service plan bi-monthly reports 2013-2014	Joanna Terry/Place/ x278370

**STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE
SERVICE PLAN, 2013-2014
Performance against targets: predicted outturn**

Demand on Service	1. An integrated onsite and online customer experience
Service Delivery activities to meet demand	<p>1.1: Maintain compliance of the Archive Service against the relevant quality standards</p> <ul style="list-style-type: none"> • Achieved full compliance against Customer Service Excellence Standard and extended scope to include the County Museum Service. The service increased compliance plus to two areas for community engagement work and our work with volunteers and understanding customer needs. • Carried out our annual customer survey in January 2014 with predicted customer satisfaction rating of 98-99% (based on previous trends)
	<p>1. 2: Extend channels of public access to the Archive Service to Staffordshire residents and world wide users</p> <ul style="list-style-type: none"> • Contract to digitise parish registers, wills and marriage bonds was signed in October 2013. Material will appear online in 2014 • Completed microfilming of 1902 electoral register with funding from Friends organisation • Delivered 6 family history surgeries in Staffordshire Libraries • Provided 45 one to one support session for Ancestry.com in Stoke on Trent Community Libraries
	<p>1.3: Improve the Archives User experience</p> <ul style="list-style-type: none"> • 8 sessions delivered on Making the Most of the Archive Service • Family History Club continued successfully • Volunteer mentor for family historians is in place at Staffordshire Record Office • Six documents 'featured' through onsite exhibition case at Staffordshire Record Office • Carried out extensive consultation on centralisation of Staffordshire Record Office, Lichfield Record Office and William Salt Library in January 2014. 241 responses were received and analysis of the results is ongoing.

	2. An innovative online presence which showcases Staffordshire's collections
	<p>2.1: Further develop and promote new and existing online archive resources</p> <ul style="list-style-type: none"> • 50 documents posted on Archives and Heritage Facebook page • Content prepared on Quarter Sessions records for Archive Service website
	<p>2.2: Develop and publish further online name indexes to increase public access into Staffordshire's archives</p> <ul style="list-style-type: none"> • Index to Wills in the Diocese of Lichfield extended by further 20 years • Index to Calendar of Prisoners record extended from 1881 to 1900 <p>2.3: Develop new archive content website to reach new audiences and increase user participation</p> <ul style="list-style-type: none"> • 100 articles posted to Archives and Heritage Facebook page (two per week) • Investigation of Wikipedia and Twitter to promote collections. Twitter to be adopted in 2014-15; Wikipedia is less applicable but some limited use will be made of the site. • Over 250,000 online visits to Archive Service websites are predicted (186,000 so far)
	3. Engagement with Staffordshire's communities to strengthen their identity and place
	<p>3.1: Deliver activities and support to drive community engagement</p> <ul style="list-style-type: none"> • Delivered rural roadshow at Eccleshall with 110 attendees on the day. The exhibition was used again by the parish in August when 170 people saw it. • Delivery of Arts Council funded (£80,000) project through Staffordshire Museum Consortium to scope WW1 centennial projects and Great War trail. Great War website launched. Centennial Strategy agreed at Informal Cabinet in June 2013. • Second Great War project due for submission to HLF for grant funding at the end March 2014. This will focus on the unique military tribunal records and involve volunteers and community groups. • Community research group continues to meet at Staffordshire Record Office (45 sessions). • A new local history group set up at Tamworth Library in partnership with the Library and Arts Service.
	<p>3.2: Offer opportunities for people to learn new skills and make a positive contribution to their community</p> <ul style="list-style-type: none"> • Two school visits to Stafford 913 exhibition and three undergraduate evening classes for Keele University
	4. Celebrate and discover Staffordshire's history
	4.1: Promote Staffordshire's history to its residents and visitors

Service Delivery activities to meet demand	<ul style="list-style-type: none"> • 25 talks to local groups by the Archive Service and over 31 by the Museum Service • Exhibition to celebrate 1100 years since the foundation of Stafford in 913 successfully delivered with 710 visitors including a group of 60 primary school children.
	<p>4.2: Deliver programme of formal and informal learning activities for adults</p> <ul style="list-style-type: none"> • Two partnership study days delivered with Historic Environment Team and Victoria County History • Staffordshire History Day organised in partnership with Keele and Birmingham Universities • Lichfield Treasures Day and Heritage Open Day delivered at Lichfield and Staffordshire Record Offices • Family History Course delivered at Staffordshire Record Office • Over 3,600 attendances at events are predicted
	5. A sustainable high performing service which provides leadership for the Archives & Heritage Sector
Key priorities & workstreams	<p>5.1: Continue and maintain improvements in the skills of the staff</p> <ul style="list-style-type: none"> • Annual Training and Development Programme delivered including support for three staff on distance learning course to qualify as archivists and six staff attending Culture and Tourism Staff Conference
	<p>Priority 2: Continue and maintain improvements in the standard, quality and performance of the Archive Service</p> <ul style="list-style-type: none"> • Review of Collection Policy and Strategy and Digital Preservation Policy completed. • Annual Health and Safety Plan delivered • Inspection by National Archives of Staffordshire Record Office, Lichfield Record Office and Stoke on Trent City Archives successfully completed in April 2013 with all three sites approved as Places of Deposit. • New National Archives Archive Accreditation Standard to be used as part of Centralisation of Archive Services project to deliver a high quality service. Approach agreed with National Archives.
	<p>Priority 3: Improve service marketing, communications and profile</p> <ul style="list-style-type: none"> • Two workshops delivered on Ancestral Tourism as part of Tourism ERDF project (40 bed and breakfast owners attended) and resulted in links to Archive Service website and promotion of service • Continued promotion of Staffordshire Name Indexes site through family history listservs
	<p>Priority 4: Deliver partnership working commitments</p>

	<ul style="list-style-type: none"> • Business case for Centralisation of County Archive Service and William Salt Library sites approved by Strategic Property Board. Report due at Cabinet on 19 February. Consultation on proposals completed in January 2014. This project has been developed in partnership with the William Salt Library Trust. • Consultation with Lichfield Diocese and Cathedral over the Centralisation project, both are supportive of the project. <ul style="list-style-type: none"> • Archive Service commitments in Victoria County History delivered including the launch of a new volume in May 2013.
	6. Improving and promoting user access to Staffordshire's archive collections
	6.1: Current cataloguing and acquisition <ul style="list-style-type: none"> • 40% of incoming collections catalogued • 75% of collection level (summary descriptions) created for collections not catalogued in this financial year • 225 approaches for archive collections predicted
	6.2: Reduction of cataloguing backlog <ul style="list-style-type: none"> • 3,800 predicted new back catalogue entries added to Online Catalogue (target of 3,500 this year is exceeded) • Started National Cataloguing Grants project 'Agents of Change' to catalogue the Bradford Collection • Began Manorial Documents Register project with £40,000 funding from National Archives to accurate record manorial records and their location for Staffordshire • Completed PhD placement as part of Collaborative Doctoral Award with Keele University
	Priority 3: Improve the information value and publicity of the online catalogue for archive users <ul style="list-style-type: none"> • 8,500 catalogue entries completed by staff and volunteers imported into Online Catalogue • 400 additional name authority records created (target of 200 exceeded)
	7. Delivering high quality care of Staffordshire's archive collections
Key priorities & workstreams	Priority 1: Deliver annual conservation and collections management programmes <ul style="list-style-type: none"> • Annual conservation programme delivered which includes specific programmes for the Sutherland Papers and Bradford Collection
	Priority 2: Implement actions arising from digital preservation policy <ul style="list-style-type: none"> • Review of Digital Preservation Policy completed
	Priority 3: Management of strongrooms and stores to maximise available space

	<ul style="list-style-type: none"> • Rationalisation of space across Staffordshire Record Office and Outstore to support William Salt Library relocation project
	<p>Priority 4: Deliver William Salt Library conservation programmes</p> <ul style="list-style-type: none"> • Annual conservation programme completed • Printed book preservation programme completed
	<p>8. Extend volunteer working to provide new opportunities for people to increase their skills and increase access to collections</p>
	<p>Priority 1: Maintain and develop Archive Service Volunteer scheme</p> <ul style="list-style-type: none"> • Totmonslow phase of Tithe Map Project completed and now working on Offlow phase. Over two thirds of apportionments indexed. • Indexing of Peculiar Court Wills 1640-1649; 1751-1760 completed • NADFAS Staffordshire Advertiser and Assize Court indexing continuing • Preservation volunteer group continuing and have completed re-packaging of aerial photographs • 5,000 (estimated) volunteer hours given to the Service
	<p>Priority 3: Provide work experience placements to support prosperity in Staffordshire</p> <ul style="list-style-type: none"> • Five school placements delivered • One Open Door Placement started in January 2014 • Two university placements provided

STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE:

APPENDIX 3

LOCAL PERFORMANCE INDICATORS 2013/2014

Indicator	Outturn 2012/2013	Target 2013/2014	Predicted Outturn 2013/2014
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 	291,682	270,000	250,000
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 	2,831	3,000	3,600
3. Number of volunteer hours	4,717	4,800	5,000
Customer Satisfaction			
4. Percentage of onsite users expressing satisfaction with overall service and facilities (very good and good)	99%	99%	99%
Collecting Activity			
5. New archival collections and unconcluded negotiations with donors or depositors	224	220	225

Local Member Interest
N/A

**Staffordshire and Stoke on Trent Joint Archives Committee
20th February 2014**

**Joint Archive Service – Predicted Outturn 2013/14 And Proposed Net Revenue
Budget 2014/15**

**Joint Report of the Director of Finance & Resources and the City Director of
Corporate Services**

1. Purpose of Report

- 1.1 To present the current predicted net revenue outturn for the Joint Archive Service and to consider the net budget position for 2014/15.

2. Summary

- 2.1 The latest net revenue outturn forecast shows an underspend of £6,275 at the end of the financial year. The current balance on the General Reserve is £73,573.
- 2.2 The Archive Acquisition Reserve has a balance of £62,342 for the purchase of new collections.
- 2.3 The proposed revenue budget for 2013/14 of £681,140 will be funded by the County Council (77.31%) and the City Council (22.69%). These percentages reflect the respective population levels of the two Authorities as at June 2011.

3. Recommendations

- 3.1 That the report be received.
- 3.2 That the revenue budget proposed for 2014/15 be approved and submitted to the Joint Archive Committee for consideration.

4. Predicted Net Revenue Outturn 2013/14

- 4.1 The predicted net revenue outturn for the Joint Archives Service is set out in Appendix 1. It is expected that the Service will spend £661,905 compared to the approved net revenue budget of £668,180. This gives an expected underspend of £6,275 which will be transferred to the General Reserve at the year end.
- 4.2 Core Services are anticipated to nominally underspend by £1,827 which is primarily due to savings on supplies and services offsetting a small shortfall on miscellaneous income.

- 4.3 Staffordshire County Council is currently anticipating an underspend of £2,074 which is due to a small saving on staff costs offsetting minor overspends on both transport and supplies and services. Anticipated income levels are also nominally up on budget.
- 4.4 The City Council currently expects an underspend of £2,374 which is primarily due to savings achieved on the staffing budgets offset by an anticipated shortfall in fees and charges income on budget.

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.
- 5.2 It is expected that the General Reserve will close with an estimated balance of £73,573 (as set out in Appendix 2), inclusive of the anticipated underspend for 2013/14 of £6,275 giving an estimated total Reserve of £79,848. Note the City Council recently spent £12,642 on its proposed shelving project which fully utilised its current Reserve in the current year. The above estimated 2013/14 carry forward will however provide an estimated £1,914 surplus for the City Council in the new financial year.
- 5.3 There is currently a balance of £62,342 on the second reserve, the Archive Acquisition Reserve.

6. Revenue Budget 2014/15

- 6.1 The detail of the proposed revenue budget for 2014/15 can be found as Appendix 3 to this report. The proposed budget of £681,140 has increased by 1.94% when compared to the estimate for the current year.
- 6.2 Under the Joint Archive Agreement, the total cost of the service is currently apportioned between the two respective authorities and has recently been revised to reflect the latest available respective population levels at (as at *June 2011*). This has resulted in the percentage charge to the City Council nominally increasing to 22.69% for 2013/14, with a corresponding minor decrease in the County Council's percentage share to 77.31%. The proposed net revenue budget has been apportioned on this basis and the County's proposed share of the costs is £526,590 and the City's £154,550. Both Authorities have sufficient budgetary provision to meet these estimated costs.

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.

Charles Stewart

Assistant Chief Executive &
Director of Corporate Services

Andrew Burns

Director of Finance and
Resources

Appendix A

Equalities implications:

No significant implications.

Legal implications:

The Joint Agreement budget is subject to an annual small bodies audit.

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.

Report author:

John Broad Finance and Resources
01785 854861 Staffordshire County Council

Background Documents

Non Public: Joint and Other Archive Services 2013/14 and 2014/15 Files

Contact Officers

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Joint Archives Service
Predicted Outturn Position 2013-14

APPENDIX 1

	Core Services			Staffordshire County Sites and Public Services			Stoke City Sites and Public Services			Total for service		
	Current Estimate 2013/14	Actual Expenditure as at Dec 2013	Predicted Outturn 2013/14	Current Estimate 2013/14	Actual Expenditure as at Dec 2013	Predicted Outturn 2013/14	Current Estimate 2013/14	Actual Expenditure as at Dec 2013	Predicted Outturn 2013/14	Current Estimate 2013/14	Actual Expenditure as at Dec 2013	Predicted Outturn 2013/14
	£	£	£	£	£	£	£	£	£	£	£	£
Expenditure												
Employees	337,180	252,501	337,051	229,170	170,326	227,668	92,390	64,107	85,476	658,740	486,934	650,195
Training	1,200	413	1,200	0	0	0	870	619	870	2,070	1,032	2,070
Transport	1,900	1,638	2,184	200	226	302	300	145	250	2,400	2,009	2,736
Supplies and Services	5,740	-607	2,929	28,070	9,007	28,362	20,030	21,306	20,170	53,840	29,706	51,461
Total Expenditure	346,020	253,945	343,364	257,440	179,559	256,332	113,590	86,177	106,766	717,050	519,681	706,462
Income												
Grants & Reimbursements										0	0	0
Sales				11,980	10,971	12,086				11,980	10,971	12,086
Fees & Charges				19,440	14,053	19,440	7,550	2,330	3,100	26,990	16,383	22,540
Miscellaneous	2,960	2,131	2,131	6,940	4,020	7,800				9,900	6,151	9,931
Transfers from reserve	0	0	0	0	0	0				0	0	0
Total Income	2,960	2,131	2,131	38,360	29,044	39,326	7,550	2,330	3,100	48,870	33,505	44,557
Net Expenditure	343,060	251,814	341,233	219,080	150,515	217,006	106,040	83,847	103,666	668,180	486,176	661,905
										PREDICTED UNDERSPEND		-6,275

JOINT ARCHIVES GENERAL RESERVE**APPENDIX 2**

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
Balance brought forward 1 April 2013	73,573	12,430	86,003
2013/14 Predicted Underspend	4,361	1,914	6,275
	<hr/>	<hr/>	<hr/>
Earmarked Items	77,934	14,344	92,278
Shelving at Stoke		12,430	12,430
Balance Available	77,934	1,914	79,848

JOINT ARCHIVES ACQUISITION RESERVE

Balance brought forward 1 April 2013	62,342	0	62,342
2013/14			
Balance Available	62,342	0	62,342

**Staffordshire and Stoke-on-Trent
Joint Archives Service
Budget 2014-15**

Appendix 3

	Core Services	Stafford	Lichfield	Burton	Stoke-on-Trent	Joint Archives 2013/14
	£	£	£	£	£	£
<u>Expenditure</u>						
Employees	337,180	162,060	66,110	1,000	92,390	658,740
Training	1,200				870	2,070
Transport	1,900	100	100		300	2,400
Supplies and Services	5,740	22,240	5,830		20,030	53,840
Total Expenditure	346,020	184,400	72,040	1,000	113,590	717,050
<u>Income</u>						
Sales		10,550	1,430			11,980
Fees & Charges		10,100	9,340		7,550	26,990
Miscellaneous	2,960	6,330	610			9,900
Transfers from reserve						0
Total Income	2,960	26,980	11,380	0	7,550	48,870
Net Expenditure	343,060	157,420	60,660	1,000	106,040	668,180

Funded by: Staffordshire **516,570**

Stoke-on-Trent **151,610**

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of Part 1 of Schedule 12A
of the Local Government Act 1972

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