

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

3rd April 2018

JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2017/18 & 2018/19 NET REVENUE BUDGET

Recommendation(s)

1. That this report informing the Joint Committee on the predicted outturn for the Joint Archive Service for 2017/18 is received and noted.
2. That the Joint Committee approves the investment of £30,000 for shelving and minor capital works at the Solon Room in Stoke on Trent which is to be funded from the Joint Archives General Reserve.
3. That the Joint Committee approves a review of the current Joint Agreement particularly the current budgetary apportionment method adopted for the funding split between the City of Stoke on Trent and Staffordshire County Councils respective annual budget contributions.
4. That the 2018/19 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

5. The Joint Archive Service budget for 2017/18 is predicted to be underspent by £28,826. The General Reserve currently holds a balance of £31,411 (net of the approved £100,000 matched funding commitment towards the forthcoming HLF bid) and the Archive Acquisition Reserve currently holds a balance of £57,542.

Background

Predicted Net Revenue Outturn 2017/18

6. The predicted outturn for the Joint Archives Service is set out in *Appendix 2*. It is expected that the service will spend £718,045 compared to its current approved budget of £746,500 to give an overall estimated underspend of £28,455 which will be transferred from the General Reserve at the end of the financial year.

7. Of this growing underspend, a further assessment of the net spend forecast indicates that at the year end, managed savings on staff; training; transport and supplies & services totalling £39,524 are currently offsetting an anticipated under-recovery of income (predominantly fees & charges) of £11,069 to produce an anticipated outturn underspend position of £28,455 in 2017/18.
8. At the year end, the Joint Archive Committee will again be subject to new auditing arrangements which the DCLG has recently reintroduced. This new auditing arrangement will require the JAC to complete a new annual return known as the "Annual Governance and Accountability Return" which will then be audited and subsequently published.

Reserves

9. 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 balance of £31,411 (net of HLF bid funding commitments) and the Archive Acquisition Reserve, which enables the Joint Archive Service to purchase collections for the benefit of archives users in both the City and the County, currently holds a balance of £57,542.
10. The City of Stoke on Trent Libraries and Archives are seeking authorisation to release a sum of £30,000 from the General Reserve to meet new archival guidelines by investing in suitable shelving and minor capital works in the Solon Room in Hanley, Stoke on Trent. The Solon Room will then house the current Solon Library and both the Minton and Doulton library collections.
11. If the investment from the General Reserve is approved, the balance held would reduce to a nominal £1,411 prior to any final revenue outturn balance transfer, i.e. the current underspend, being made at the end of the financial year.

Net Revenue Budget 2018/19

12. The detail of the 2018/19 net revenue budget can be found as *Appendix 4* to this report. The new financial year net revenue budget of £864,070 has been increased by £117,570 on the previous financial year.
13. Under the Joint Archives Agreement, the total cost of the service is currently apportioned between the two respective local authorities and was previously revised in mid 2015 to reflect the latest available population levels across the County. This budgetary apportionment method has resulted in a percentage share to the City Council of 22.6% and for the County Council's percentage share to be set at 77.4%. The proposed new financial year budget has been apportioned on this basis giving the City's share of total budgeted cost at £195,300 (an increase of

£26,700 on 2017-18 funding) and the County's budget share at £668,770 (an increase of £90,870 on 2017-18 funding) of the current net revenue budget.

14. The setting of the annual Joint Archives Agreement budget is based on the population split between Staffordshire County Council and Stoke on Trent City Council. This means Staffordshire contributes 77.4% and Stoke on Trent contributes 22.6%. As both local authorities have reduced spending it is now becoming more difficult to achieve the exact split year on year. Joint Archives Committee members are therefore requested to approve a review of the Joint Agreement to change the way the budget is apportioned (it was last reviewed in 2010) with the aim of reporting its recommendations back to the next Joint Committee.

Appendix 1

Equalities implications:

No significant implications.

Legal implications:

For 2017/18, 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 2017/18 & 2018/19 budget file.