

Local Member Interest	Nil
-----------------------	-----

## STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

28<sup>th</sup> June 2018

### JOINT ARCHIVE SERVICE – 2017/18 FINAL OUTTURN AND PREDICTED OUTTURN 2018/19

#### Recommendation(s)

1. That this report informing the Joint Committee on the Final Net Revenue Outturn for the Joint Archive Service for 2017/18 is received and noted.
2. That the report updates the Joint Committee on the current 2018/19 net budget position.

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

#### Reasons for Recommendations

3. The final net revenue outturn for the Joint Archive Service is an overall underspend of £44,039 at the end of the 2017/18 financial year.
4. The General Reserve currently holds a balance of £45,451 which includes the 2017/18 underspend and is also net of the approved £100,000 matched funding commitment towards the forthcoming HLF bid and the April 2018 approval for Stoke on Trent City Council to invest £30,000 for shelving and minor capital works at the Solon Room in Stoke on Trent. The Archive Acquisition Reserve continues to remain unchanged with a balance of £57,542.
5. To update the Joint Committee on the proposed Joint Agreement budget setting review.

#### Net Revenue Outturn 2017-18

6. The 2017/18 final net revenue outturn for the Joint Archives Service is set out in *Appendix 2*. The Joint Archive service spent £702,461 compared to its current approved budget of £746,500 to produce an overall underspend of £44,039 (a £28,455 underspend was previously reported to the April 2018 Archives Joint Committee) which has since been transferred from the General Reserve at the end of the financial year.
7. Of this underspend, a further assessment of net spend indicates that at the year end, managed staff savings of £34,550 and combined training;

transport and supplies & services totalling £15,930 has successfully offset an anticipated under-recovery of income (predominantly from sales) of £5,774 leading to a final outturn underspend of £44,039.

## **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.
9. The balances on these two Reserves are set out in *Appendix 2*. The General Reserve currently has a balance of £45,451 (net of HLF bid funding commitments and the Solon Room funding) 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.

## **Net Revenue Outturn 2018-19**

10. The Joint Archives Committee previously approved the 2018/19 net revenue budget for the Joint Agreement at the 3<sup>rd</sup> April 2018 Joint Committee.
11. The detail of the 2018/19 net revenue budget can be found as *Appendix 3* to this report. The 2018/19 net revenue budget of £864,070 has been increased by £117,570 when compared to the previous year's net revenue budget.
12. To date, the Joint Archives net spend is currently £151,141 or 17.5% of the net revenue budget (*as at 20<sup>th</sup> June 2018*) and at this early stage of the year, it is assumed that the net revenue budget will be fully spent in 2018/19.

## **A Review of the Joint Archives Agreement Budget Setting Methodology**

13. At the previous April Joint Committee, it was agreed by Members that given that both local authorities have had to reduce their respective spending in recent years, therefore making it more difficult to achieve the current Joint Archive Agreement (JAA) budget apportionment split of 77.4% Staffordshire and 22.6% City of Stoke on Trent; that a review be undertaken of the Joint Agreement to revise the way the budget is set annually and to report its recommendations back to the next Joint Committee.
14. Under the current Joint Archives Agreement (JAA) the percentage charged between the two Authorities are based on population levels across Staffordshire and Stoke-on-Trent. At this stage, however this review has yet to formally take place due to the HLF submission taking priority. It is therefore intended that the outcomes of the review will be reported to the November Joint Committee.

## **Appendix 1**

### **Equalities implications:**

No significant implications.

### **Legal implications:**

The Joint Archive Agreement budget is subject to an Internal Audit on an ad hoc basis following the cessation of the annual Small Bodies Audit return.

### **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:**

Author's Name: John Broad, Principal Accountant (Place)  
Telephone No: (01785) 854861  
Room Number: Staffordshire Place 2

### **List of Background Papers**

Joint and other Archive Services 2017/18 file.  
2018/19 Archives Budget file.