

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 15 November 2018

Staffordshire and Stoke on Trent Archive Service: Review of Joint Agreement for Archive Services

Recommendation(s)

1. That the proposed changes to the Joint Agreement for Archive Services as attached at Appendix 2 be approved.

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke on Trent City Council)

Reasons for Recommendations

Background

2. The Joint Agreement for Archive Services enables Staffordshire County Council and Stoke-on-Trent City Council to discharge their functions with regard to archives through the Staffordshire and Stoke-on-Trent Archive Service. The Joint Archives Committee exercises delegated powers in respect of archive functions in the County and the City within an annual budget approved annually by both authorities. The Agreement prescribes those functions and lays down the standing orders and financial procedures to which the Joint Committee is subject.

3. The current Joint Agreement was re-drafted in 2010 and operates under a nine year rolling term, maintained every three years by an automatic extension for a further three years, unless either authority has served notice to terminate the agreement. There is provision for termination by either authority at three years' notice or by mutual agreement at any time.

Proposed amendments to Joint Agreement

4. The management of the Joint Archive Committee budget is set out fully in Section 8 of the Joint Agreement. The agreed revenue expenditure is apportioned annually between the County Council and the City Council according to the Registrar General's most recently published population estimates. The Joint Committee's revenue budget is made up of two budgets, the core budget and the sites and public services budget. The core budget relates to the costs of the professional management of the Archive Service, the conservation of collections and service-wide programmes such as the online catalogue. The public sites and services budgets include all the public service delivery costs of Staffordshire Record Office, Lichfield Record Office and Stoke-on-Trent City Archives and the cost of the Archive Service's out store in Stafford.

5. Since the last review of the Joint Agreement the County Council and City Council have reduced the budgets for their archive services to deliver savings for both authorities. The reduction to the budgets for core services and public sites means the maintenance of the split based on the population estimates is becoming increasingly difficult to achieve. It is proposed to remove the split based on the populations estimates and for both authorities to set budgets according to the current core services and public sites. Proposed amendments are shown at section 8 of the draft revised agreement.

6. Lichfield Record Office closed during December 2017 and it will be replaced by a History Access Point in St Mary's Centre, Lichfield opening in December 2018. The agreement has been updated to reflect this change.

7. There are further minor amendments to the agreement which reflect changes in job titles, staffing, and services and items included within the budget.

Next steps

8. Subject to approval of the committee the changes will be checked by legal representatives in both authorities.

9. A final version will be brought to the next Joint Archive Committee in February 2019.

Appendix 1

Equalities implications:

No significant implications.

Legal implications:

A County Council legal representative has completed an initial check of the proposed revisions and confirmed they are appropriate. The same process will be carried out by the City Council's legal representative.

Resource and Value for money implications:

The proposed changes have been done in consultation with the financial officers and will enable appropriate budgets to be set for the two authorities.

Risk implications:

There is a risk that funding will not be secured for any of the options. This will affect the accreditation of the Archive and Heritage Service.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

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List of Background Papers

Papers	Contact/Directorate/ext number
Appendix Two: Draft revised Joint Agreement on Archive Services 2018	