

**STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE
22 NOVEMBER 2010**

**JOINT REPORT OF THE INTERIM DIRECTOR FOR PLACE AND DEPUTY CHIEF
EXECUTIVE AND THE DIRECTOR OF ADULT SOCIAL CARE, HEALTH AND
COMMUNITIES**

**STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE:
REVIEW OF FEES AND CHARGES, 2011/2012**

1. PURPOSE OF REPORT

- 1.1 To seek the approval of the Committee for the proposed scale of fees and charges to be applied by the Joint Archive Service from 1 April 2011.

2. SUMMARY

- 2.1 The Archive Service is free at the point of personal use in its reading rooms. Fees and charges are levied for a variety of additional or enhanced services, which customers choose to use or to buy. The Service uses the income to support its budget and, if possible, any surplus income is re-invested in service improvements subject to the approval of the Joint Archives Committee.
- 2.2 A full review of the current scale of fees and charges for 2010-2011 has been carried out to determine appropriate levels of fees and charges for 2011-2012. Factors which have been taken into account include increases to VAT from 4 January 2011 and re-assessments of the staff time involved in the provision of some services. The impact of the current financial climate on the demand for some paid services has also been considered. The proposed scale of new fees and charges to apply from 1 April 2011 is set out at Appendix 1 to this report.

3. RECOMMENDATIONS

- 3.1 That the fees and charges proposed in Appendix 1 to this report be approved for introduction by the Joint Archive Service from 1 April 2011.

4. BACKGROUND

- 4.1 At its meeting on 16 March 2010, the Joint Committee considered the fees and charges to be applied by the Joint Archive Service from 1 April 2010 and approved the proposed revisions.
- 4.2 The standard sources of income for the Archive Service are generated by means of: a range of copying services; the sale of photographic permits; research, transcription and certification services; sales of publications; donations; and fees for talks by and group visits to the Archive Service.
- 4.3 Following the standard annual practice of the Archive Service, a comprehensive review of fees and charges has been carried out. As the Service aims to encourage, rather than to discourage, take-up of its services, the review presents a balanced set of proposals. Therefore the response to

the reduction in demand in the present financial climate for some services, principally research services, has been balanced against the areas of activity which are performing well, for example copying services at Lichfield Record Office and the sale of photographic permits.

- 4.4 Some increases are proposed to services to accommodate the rise in VAT from 4 January 2011 and, for some copying services, there has been a full re-assessment of the staff time involved in the processes.
- 4.5 The opportunity has also been taken to clarify fees and charges in respect on non - EU customers who do not pay UK VAT.
- 4.6 As is the normal practice of the Archive Service, benchmarking on fees and charges has been carried out against other local authority archive services to ensure that our fees are broadly in line with those charged by comparable services.

5. FINANCIAL IMPLICATIONS

- 5.1 Overall the Joint Archive Service has income targets of £54,990 for 2010/2011. This breaks down to £48,110 for the County Service and £6,880 for the City Service
- 5.2 Identified areas of under-performance at this point of the year are research services across the whole Service and copying services at Staffordshire Record Office. It is considered that the take-up of research services is being adversely affected by the present financial climate. It should be noted, however, that the under-performance in income from copying services at Staffordshire Record Office is being offset to some degree by income from photographic permits and by the increase of 35% on orders for copies of wills at Lichfield Record Office, directly as a result of the wills indexes online.

6. EQUAL OPPORTUNITIES AND PERSONNEL IMPLICATIONS

- 6.1 In reviewing its scale of fees the Archive Service has continued to maintain the lower research fee to people with disabilities.

7. LEGAL IMPLICATIONS

- 7.2 The content of this report complies with the law governing the work of the Joint Archive Service.

David Wilson, Interim Director for Place and Deputy Chief Executive
Tony Oakman, Director of Adult Social Care, Health and Communities

Background Documents: Joint Archive Service Scale of Fees and Charges, 2010/2011
Orders and income ledgers, 2010/2011

Contact Officers: Thea Randall, Head of Archive Services, Culture and Leisure, 01785-278380
Kaye Chadwick, Senior Accountant, 01785-278416