

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

3<sup>rd</sup> December 2018

### JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2018/19

#### Recommendation(s)

1. That the report updates the Joint Archive Committee (JAC) on the current 2018/19 net budget position.
2. That the Joint Committee approve the 'ear marking' of £5,000 from the General Reserve to fund the purchasing of shelving and furniture for the new Lichfield History Access Point situated in the relocated Lichfield Library based at St Mary's Church, Lichfield.
3. That the report updates the Joint Committee on the agreed review of the current Joint Archives Agreement (JAA) budget setting methodology.

#### Joint report of the Director of Finance & Resources and the Director of Housing and Community Services

#### Reasons for Recommendations

4. The Joint Archive Service net revenue outturn is currently estimated as a £17,041 underspend in the 2018/19 financial year. This underspend, if realised, will be transferred to the General Reserve at the year end.
5. The General Reserve currently holds a significant balance of £311,988 following return of previously approved HLF Stage 2 bid funding commitment back to the Reserve following the recent unsuccessful round 2 HLF bid for the Staffordshire History Centre (SHC). The Archive Acquisition Reserve continues to remain unchanged with a current balance of £57,542.

#### Net Revenue Outturn 2018-19

6. The Joint Archives Committee previously approved the 2018/19 Joint Agreement net revenue budget of £864,070 at the 3<sup>rd</sup> April 2018 Joint Committee.
7. To date, the Joint Archive's net spend is currently £462,336 or 53.5% of the net revenue budget (as at 20<sup>th</sup> November 2018) and is currently

anticipated to underspend by £17,041 by the year end. Of this forecast underspend, a further assessment of net spend indicates that at the year end, managed staff vacancy savings of £29,834 has successfully offset overspends of £6,916 on both travel and supplies & services costs and an anticipated under-recovery of income (predominantly from sales and miscellaneous income) of £5,877.

8. The net revenue outturn spend for the Service is set out in Appendix 2. This underspend, when realised, will be transferred to the JAC's General Reserve at the end of the financial year.

### **Reserves**

9. There are currently two Reserves held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The current balances on these two Reserves are set out in *Appendix 3*.

10. The General Reserve currently holds 'a healthy balance' of £311,988 following:

- the receipt of £153,079 in New Burdens Funding to invest in new archive storage capacity;
- a net funding contribution of -£22,969 to the SHC project which replaces the previously approved £100,000 HLF bid funding commitment that is no longer required following the unsuccessful Stage 2 HLF bid;
- the inclusion of Stoke on Trent City Council's previous Archive Non-Agreement Reserve totalling £34,945 taking the City Council's balance up to £63,342, which is then net of the planned -£30,000 Solon Room funding commitment previously approved by the JAC in April 2018.

11. Given the healthy balance on the General Reserve, the JAC is requested to approve the 'ear marking' of £5,000 from the General Reserve to fund the purchasing of shelving and furniture for the new Lichfield History Access Point which is situated in the newly relocated Lichfield Library based at St Mary's Church in Lichfield City Centre.

12. The Archive Acquisition Reserve, which enables the JAC to purchase local collections for the benefit of archives users in both the City and the County, currently holds a balance of £57,542 which has remained unchanged for several years.

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

13. At the April 2018 JAC, it was agreed by Members that a review be undertaken of the current Joint Archive Agreement (JAA) to revise the way the annual budget is set and to report its recommendations back to the next Joint Committee in November 2018.

14. A separate paper, item 6 on today's agenda, will therefore update the JAC on the progress made to date on the proposed review of the annual

Archive budget setting methodology and to seek approval to continue working with both legal teams in the County and the City to finalise the JAA before the end of the financial year.

### **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:**

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#### **List of Background Papers**

Joint and other Archive Services 2018/19 Budget file.