

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 14 November 2019

Review of Fees and Charges

Recommendation(s)

1. That the fees and charges proposed in Appendix two to this report be approved for introduction by the Joint Archive Service from April 2020.

2. 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

3. The Archive Service fees and charges have been reviewed on an annual basis for several years to enable the Service to adapt its services according to demand and cost of provision. The proposed fees and charges are recommended for approval as they represent a fair and reasonable increase.

Background

4. The Archive Service generates income from the following sources: 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. In addition, from 2014 the Archive Service has benefitted from income from its partnership with a commercial provider to make key archive collections available online.

5. During 2019/20 Committee reviewed the charges for the supply of copies and the fees associated with talks, visits and permissions to publish. This year, following the pattern established over recent years, it is proposed to leave these charges unchanged and to review the Research fee and the fees which are linked to it.

6. The Archive Service offers a research service to its users. This is taken up by people overseas, people who are unable to visit the search rooms of the service through disability or work or other commitments, or simply people who recognise that the staff of the Service have knowledge and research skills that they themselves lack. The research service is charged for to reflect both the cost to the Service of the staff time, and also the market rate for similar services offered by neighbouring archive services and private researchers.

7. The Staff Facilitation Fee is tied to the Research Fee. Its scope is to cover staff time taken in conservation, supervision, certification and transcription on

behalf of individuals or in preparation for a photographic order or visit to the record office. The fee also creates flexibility for the Archive Service to respond to new or exceptional circumstances and provides a transparent basis for charging, rather than the creation of ad hoc charges.

8. The Photographic Fee is also tied to the Research Fee. The Service offers readers unlimited photography in person in the reading rooms of the service on their own devices for a daily fee of £8.00. The Photographic fee is the charge for the time of our expert photographers working on a customer's behalf.

9. The current Research Service fee of £30, was agreed in April 2018. It is now proposed to raise it to £32. The fee is, in certain cases, levied by the quarter or the half hour therefore it is desirable that it should be reasonably divisible by 4. The average of the fee levied by our neighbouring archive services (Wolverhampton, Warwickshire, Shropshire, Cheshire and Derbyshire) is £32.40, so the proposed revised fee is in line with the sector and customer expectation.

Appendix 1

Equalities implications: In reviewing its fees the Archive Service has continued to maintain its lower research fee for people with disabilities.

Legal implications: The content of this report complies with the joint agreement governing the work of the Joint Archive Service.

Resource and Value for money implications: Overall the Joint Archive Service has income targets of £27,570 which breaks down to £2,500 for the City service and £21,850 for the County service.

Risk implications: At this point in the year income is on target for research and photocopying..

Climate Change implications: No significant implications.

Health Impact Assessment screening: No significant implications.

APPENDIX 2

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE

REVIEW OF FEES AND CHARGES, 2019/2020 -attached to report

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List of Background Papers