

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

STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

14th November 2019

JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2019/20

Recommendation(s)

1. That the report updates the Joint Archive Committee on the current 2019/20 net budget position.
2. That the Joint Committee approves the use of £4,000 from the General Reserve as match funding for the Staffordshire History Centre project.
3. That the report notifies the Joint Committee that a sum of £10,300 entered the Stoke General Reserve as a result of unexpended grant from the Futures Fund and that this sum is reserved for expenditure on the Minton Archive subject to Art Fund agreement.

Joint report of the Director of Corporate Services and the Director of Families and Communities Services

Reasons for Recommendations

4. The Joint Archive Service net revenue outturn is currently estimated as a £177,269 overspend in the 2019/20 financial year. This overspend, if realised at financial year end, will be covered by Staffordshire County Council.
5. The General Reserve now holds a significant balance of £294,830. The Archive Acquisition Reserve continues to remain unchanged with a current balance of £57,542.

Net Revenue Outturn 2019-20

6. The 2019/20 Joint Agreement net revenue budget of £633,770. This is a reduction from the 2018/19 budgets (£864,070) following the impact of MTFS savings taken from the 2019/20 base budget for Staffordshire County Council.
7. To date, the Joint Archives net spend is currently £400,313 or 63.2% of the net revenue budget (*as at 17th October 2019*) and is currently anticipated to overspend by £177,269 by the year end. Of this overspend,

a further assessment of net spend indicates that at the year end, overspends on staffing of £179,943, transport of £1,376 and Supplies and Services of £11,466. These overspends are forecasted to be offset by an over recovery of income (predominantly from Grants and Reimbursements for Stoke and Fees and Charges for Staffordshire) of £15,516.

8. The net revenue outturn spend for the Service is set out in Appendix 2. This overspend, if and when realised, will be covered by Staffordshire County Council 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 £294,830 following the recent receipt of £1,364 in New Burdens Funding.
11. The Joint Committee is requested to approve the use of £4,000 from the General Reserve as match funding for the development phase of the Staffordshire History Centre project following the successful round one bid.
12. The Joint Committee is also requested to note that as a consequence of the Doulton Project Archivist leaving her post early, £10,300 of grant from the Art Fund' Futures Fund was unspent and entered the Stoke General Reserve as part of the routine transfer of revenue underspend. As the Futures Fund is dedicated to expenditure on the Minton Archive only it is desirable to earmark this sum within the reserve to preserve this stipulation. An appropriate project and approval by the Art Fund of that project will sought in due course.
13. It is also worth noting that as approved at the 7th February 2019 meeting the City of Stoke on Trent Libraries and Archives use of £30,000 from the General Reserve to install suitable environmental controls in the newly allocated storage area in the basement of the City Central Library to meet Archive Accreditation standards is now expected to be delayed until 2020/21.
14. The Archive Acquisition Reserve, which enables the Joint Archive Service 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.

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: Lee Bickerton, Senior Finance Business Partner

Telephone No: (01785) 854879

Room Number: Staffordshire Place 2

List of Background Papers

Joint and other Archive Services 2019/20 Budget file.

Joint Archives Reserves.