

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

24 February 2011

### Joint Report of the Director of Finance and Resources and the City Director of Central Services

#### JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2010/11 AND PROPOSED REVENUE BUDGET 2011/12

1. Purpose of Report

- 1.1 To present the current predicted outturn for the Joint Archive Service and to consider the budget position for 2011/12.

2. Summary

- 2.1 The latest revenue outturn forecast shows an underspend of £29,474 at the end of the financial year. The current balance on the General Reserve is £115,344 of which £80,000 has already been earmarked for alterations and environmental controls at Stoke and adaptations for the new outstore.
- 2.2 The Archive Acquisition Reserve has a balance of £65,859 towards the purchase of new collections.
- 2.3 The proposed revenue budget for 2011/12 of £607,090 will be funded by the County Council (77.56%) and the City Council (22.44%). These percentages reflect the respective population levels of the two authorities at June 2009.

3. Recommendations

- 3.1 That the report be received.
- 3.2 That approval be given to the request for earmarked sums from the General Reserve, specified at paragraph 5.3.
- 3.3 That the revenue budget proposed for 2011/12 be approved and submitted to the County Council for consideration.

#### 4. Predicted Outturn 2010/11

- 4.1 The predicted outturn for the Joint Archives Service is set out in Appendix 1. It is expected that the Service will spend £1,127,076 compared with an approved budget of £1,156,550. This gives an underspend of £29,474 which will be transferred to the General Reserve.
- 4.2 The County is anticipating an underspend of £15,575 which is due to savings on flexible retirement and reductions in research staffing costs to offset the lower than anticipated income in this area. Savings have also been achieved in order to fund anticipated costs associated with staffing reductions in 2011/12.
- 4.3 The City Council expects an underspend of £13,899 which is mainly due to staff vacancies and the receipt of a reimbursement for Future Jobs Funds.

#### 5. Reserves

- 5.1 There are two reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve.
- 5.2 It is anticipated that the General Reserve will close with a balance of £115,344 (as set out in Appendix 2) plus the underspend for 2010/11. Of this the following sums have already been earmarked :

Alterations/environmental controls at Stoke	£30,000
Adaptations for New Outstore	£50,000

- 5.3 Approval is sought to earmark a sum £9,000 for costs associated with the staffing reductions in 2011/12 and a sum of £3,000 for exhibition costs, arising from the production of a complementary exhibition by the Archive Service to support the Staffordshire Hoard exhibition and other related events in Stafford in July 2011.
- 5.4 There is currently a balance of £65,859 on the second reserve, the Archive Acquisition Reserve.

#### 6. Revenue Budget 2011/12

- 6.1 The detail of the proposed revenue budget for 2011/12 can be found as appendix 3 to this report. The proposed budget of £607,086 has reduced when compared to the estimate for the current year due to the implementation of the new financial arrangements in the revised Joint Archives Agreement, approved by the Joint Archives Committee at its meeting on 22 November 2010, and a planned reduction in the level of service opening hours at Stoke-on-Trent City Archives.

- 6.2 Under the Joint Archive Agreement the total cost of the service is currently apportioned between the two authorities 77.54% (County) and 22.46% (City), based on the June 2008 population estimates for the County and the City. It is proposed to revise the apportionment of revenue costs to reflect the latest available respective population levels at (as at June 2009). This will increase the percentage charge to the County Council to 77.56% for 2011/12, with a corresponding decrease in the City Council's percentage share to 22.44%. The proposed revenue budget has been apportioned on this basis and the County's proposed share of the costs is £470,860 and the City's £136,230. Both authorities have sufficient budgetary provision to meet these costs.

7. Personnel and Equal Opportunities

- 7.1 This report has been prepared in accordance with the policies of the County Council and the City Council on personnel and equal opportunities.

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Background Documents

Non Public: Joint and Other Archive Services 2010/11 and 2011/12 Files

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