

Local Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archives Committee – Tuesday 28 February 2023

Joint Archive Service – Predicted Outturn 2022/23 & 2023/24 Net Revenue Budget

Recommendations

We recommend that the Committee:

- a. Notes the current 2022/23 net revenue outturn budget position.
- b. Approves a further £0.040m from Staffordshire County Councils general reserve towards the Stafford History Centre Project, taking the total funding approved to £0.291m.
- b. Note a transfer of £0.046m for climate Change funding received to Staffordshire County Councils general reserve towards the Stafford History Centre Project, to be allocated to the project in 2023/24.
- c. Approves the indicative 2023/24 net revenue budget.

Report of Director of Corporate Services (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)

Reasons for Recommendations:

1. The Joint Archive Service net revenue outturn is currently estimated to breakeven in the 2022/23 financial year.
2. The partnership continues to hold significant reserves totalling £0.496m. This includes:
 - a. The General Reserve holds a balance of £0.428m
 - b. The Archive Acquisition Reserve holds a balance of £0.058m.
 - c. A specific reserve of £0.010m from the Art Fund grant for the Minton collection.

Predicted Net Revenue Outturn 2022/23

3. The detail of the 2022/23 net revenue outturn for the Joint Archive Committee can be found as *Appendix 1* to this report.

4. To date, the Joint Archives net spend is currently £0.592m, 72% of the current net revenue budget of £0.821m. Latest forecast is for an overall breakeven position for this year as follows:

Core Services

5. £0.007m underspend, of which £0.006m is as a result of savings against employee, training, transport and general expenditure budgets against Staffordshire County Council with further savings of £0.001m against Stoke-on-Trent employee costs.
6. It is assumed that the overall underspend of £0.007m will be transferred to the respective reserves, with the split £0.006m underspend for Staffordshire County Council and the £0.001m for Stoke-on-Trent to provide, overall, for a breakeven position.

Site and Public Services

7. Staffordshire County Council sites and public services; overspend of £0.002m as a result of an overspend against employees of £0.005m and an under-achievement of income of £0.004m, which is partially offset by savings against training, transport and general expenditure budgets of £0.007m.
8. Stoke-on-Trent sites and public services; underspend of £0.021m as a result of savings against employees, training, transport and general expenditure budgets and a slight over-achievement of income.
9. It is assumed that the overspend for Staffordshire County Council will be funded from their reserve and the underspend for Stoke-on-Trent will be transferred to their reserve at year end to provide, overall, for a breakeven budget.

Reserves

10. The Joint Archive Service currently holds three reserves totalling £0.496m and set out in *Appendix 2*. This is made up of:
 - a. The General Reserve which currently has a balance of £0.428m. This includes a transfer to Staffordshire County Council general reserve of £0.046m in January for Climate Change funding towards the History Centre Project to be allocated in 2023/24.
 - b. 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, and currently holds a balance of £0.058m; and
- c. The Art Fund Grant (Minton) of £0.010m
11. It is currently forecast that the remaining reserves at the end of 2022/23 available for use will be c £0.266m, around £0.230m less than the current balance. This assumes in 2022/23:
- a. Transfer to Staffordshire County Council general reserve underspend; £0.004m.
 - b. Transfer from Staffordshire County Council general reserve £0.256m as match funding for the History Centre Project.
 - c. Transfer into reserve of the Stoke-on-Trent general reserve underspend; £0.022m.

Net Revenue Budget 2023/24

12. The detail of the 2023/24 net revenue budget for the Joint Archive Committee can be found as *Appendix 3* to this report.
13. The impact of this is that Staffordshire County Council's Joint Agreement budget is £0.629m (73% of the total JAC budget) whilst the Stoke on Trent City Council's budget has been set at £0.233m (27% of the total JAC budget).
14. The total joint Archives Service's budget for 2023/24 is £0.862m, an increase of £0.041m from 2022/23 budget.
15. Staffordshire County Council's budget has had an inflationary increase to reflect additional costs associated with national insurance and pension contributions. It also includes the provision for pay awards for 23/24 of 4%. All non-employee income and expenditure budgets have received a 4% inflationary uplift too.
16. Stoke-on-Trent's budget has had an inflationary increase to reflect additional costs associated with national insurance and pension contributions. It also includes the provision of 4% for the 23/24 pay award. The employee budget also includes a vacancy management factor of 3.5%, which means that the overall employee budget only equates to 96.5% of the real term cost. Therefore, the service is meant to achieve the budget shortfall by holding vacancies throughout the year. All non-employee income and expenditure budgets have not received any inflationary increase and remain as the 22/23 budget.

Legal Implications

17. The Joint Archive Agreement budget will be subject to an annual Audit and return.

18. A review of the current Joint Agreement.

Resource and Value for Money Implications

19. The Joint Agreement budget is monitored regularly throughout the year.

Climate Change Implications

20. No significant implications.

List of Background Documents/Appendices:

Joint and Other Archive Services 2022/2023 & 2023/2024 Budget File.

Joint Archives Reserves File.

Appendix 1 - Predicted Outturn Position 2022/23

Appendix 2 - Archives Reserves

Appendix 3 - Budget 2023/24

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