

<b>Local Members Interest</b>
N/A

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

**Staffordshire and Stoke-on-Trent Archive Service and  
Staffordshire Archives and Heritage Service: Review of  
Fees and Charges**

**Recommendation(s)**

That the Committee:

- a. Approves the fees and charges for introduction by the Joint Archive Service and the Heritage Service from 1 April 2023.

**Report of Director for Economy, Infrastructure and Skills  
Staffordshire County Council) and Director of Strategy and  
Resources (Stoke on Trent City Council)**

**Reasons for Recommendations:**

1. The fees and charges have been reviewed on an annual basis since 1997 in accordance with the terms of the Joint Archives Agreement between Staffordshire County Council and Stoke-on-Trent City Council. This has enabled the Service to adapt its offer according to demand and the cost of provision. The proposed fees and charges are recommended for approval as they represent a fair and reasonable increase.

**Background**

2. 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 generated by a partnership with a commercial provider to make key archive collections available online
3. During 2021/22 the Joint Archives Committee reviewed the charges for the research service and the services covered by this fee. This year the service has completed research into charges from neighbouring county

services to compare prices. A re-calculation of the actual cost of delivering services has been completed.

4. Photography and research service costs are covered by the charges levied. Copying costs are covered but do not include staff time. It was identified that talks and visits, and reproduction charges were significantly less than the actual cost. Therefore, the charges for these services have been increased to cover more of the staff time involved in their delivery. These are items 8 and 9 in the table at appendix 1.
5. The service also has a variety of charges for copies of items identified on the [Staffordshire Name Indexes](#) website shown in line 10 in table of charges. The fees have been tailored to different indexes and are included in the main charges. They will be reviewed during 2023 to streamline the charges and ensure they are in line with the main service charges.
6. Income for the service is predicted to be £3,897 at the end of quarter three in the 2022/23 financial year. It should be noted that both services are operating restricted access for visitors. Income from copying services remains high. Charges for these services are held this year whilst access is limited.

### **Legal Implications**

The work of the Archive Service is governed by the Joint Agreement and other legislation to enable both authorities to meet their legal obligations.

### **Resource and Value for Money Implications**

The revenue budget for the service is forecast to break even for 2022/23.

### **Climate Change Implications**

The work of the service balances online access and physical access to services and collections to offer options for remote use and not necessarily travel to multiple locations.

### **List of Background Documents/Appendices:**

Appendix 1: Scale of fees and charges 2023-2024  
Charging methodology 2022  
Comparison of charges 2022

## Contact Details

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