

Local Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archives Committee – Tuesday 27 February 2024

Joint Archive Service – Predicted Outturn 2023/24 & 2024/25 Net Revenue Budget

Recommendations

We recommend that the Committee:

- a. Notes the current 2023/24 net revenue outturn budget position.
- b. Notes a transfer of £0.001m into Staffordshire County Council's general reserve towards New Burdens Funding.
- c. Notes a transfer of £0.196m into Staffordshire County Council's general reserve towards the Staffordshire History Centre Project, to be used for any additional costs associated with the project.
- d. Approves a transfer from Stoke-on-Trent's general reserve of £0.027m as a contribution towards the Archives service move.
- e. Approves a transfer from Stoke-on-Trent's general reserve of £0.010m as a contribution towards the microfilm cabinets and reading room photo frames.
- f. Approves the indicative 2024/25 net revenue budget.
- g. Approves a transfer from Stoke-on-Trent's general reserve of £0.011m in 2024/25 to fund the projected budget shortfall.

Report of Director of Finance (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 2023/24 financial year.
2. The partnership continues to hold significant reserves totalling £0.439m. This includes:
 - a. The General Reserve holds a balance of £0.371m.

- 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 2023/24

- 3. The detail of the 2023/24 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 £0.720m, 81% of the current net revenue budget of £0.890m. Latest forecast is for an overall breakeven position for this year as follows:

Core Services

- 5. £0.018m underspend, of which £0.025m is as a result of savings against employee, training, transport, general expenditure budgets and an over achievement of income against Staffordshire County Council which is offset by an overspend of £0.007m against Stoke-on-Trent employee costs.
- 6. It is assumed that the overall underspend of £0.018m will be transferred to the respective reserves, with the split £0.025m underspend for Staffordshire County Council and the £0.007m overspend 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 £0.005m as a result of an overspend against employees of £0.009m and an under-achievement of income of £0.005m, which is partially offset by savings against training, transport and general expenditure budgets of £0.009m.
- 8. Stoke-on-Trent sites and public services; underspend of £0.003m as a result of an overspend against employees of £0.006 which is offset by savings against training, transport and general expenditure budgets of £0.009m.
- 9. It is assumed that the overall underspend for Staffordshire County Council of £0.020m will be transferred to their reserve and the overall overspend for Stoke-on-Trent of £0.004m will be transferred from their reserve at year end to provide, overall, for a breakeven budget.

Reserves

10. The Joint Archive Service currently holds three reserves totalling £0.439m and set out in *Appendix 2*. This is made up of:
 - a. The General Reserve which currently has a balance of £0.371m. This includes a transfer to Staffordshire County Council general reserve of £0.001m for New Burdens funding.
 - 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 2023/24 available for use will be c £0.614m, around £0.175m more than the current balance. This assumes in 2023/24:
 - a. Transfer to Staffordshire County Council general reserve underspend; £0.020m.
 - b. Transfer to Staffordshire County Council general reserve £0.196m as contingency for use on the History Centre project.
 - c. Transfer from reserve of the Stoke-on-Trent general reserve overspend; £0.004m.
 - d. Transfer from reserve of the Stoke-on-Trent general reserve contribution towards Archives services moving costs; £0.027m.
 - e. Transfer from reserve of the Stoke-on-Trent general reserve contribution towards microfilm cabinets and reading room photo frames costs; £0.010m.

Net Revenue Indicative Budget 2024/25

12. The detail of the 2024/25 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 £0.689m (74% of the total JAC budget) whilst the Stoke on Trent City Council's budget has been set at £0.238m (26% of the total JAC budget).

14. The total joint Archives Service's budget for 2024/25 is £0.927m, an increase of £0.038m from 2023/24 budget.

15. Staffordshire County Council's budget has been uplifted by £0.033m and has had inflationary increase to reflect additional costs associated with national insurance and pension contributions. It also includes the provision for pay awards for 24/25 of 3%. All non-employee income and expenditure budgets have received a 2% inflationary uplift too.

16. Stoke-on-Trent's budget has been uplifted by £0.005m. The actual indicative budget requirement uplift was calculated to be £0.016m, this included inflationary increases to reflect additional costs associated with national insurance and pension contributions. It also includes the provision of 4% for the 24/25 pay award. All non-employee income and expenditure budgets have not received any inflationary increase and remain as the 23/24 budget. Stoke-on-Trent City Council have only agreed to fund £0.005m of the £0.016m increase, therefore the indicative budget presented does not reflect £0.011m for inflationary increased associated with employee costs.
17. It is requested that the Joint Archives Committee approve a transfer from the general reserve of £0.011m in order for the budget to be increased to accommodate the inflationary increases for employee costs. If this is not agreed, then the budget will overspend by £0.011m.

Legal Implications

18. The Joint Archive Agreement budget will be subject to an annual Audit and return.
19. A review of the current Joint Agreement.

Resource and Value for Money Implications

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

Climate Change Implications

21. No significant implications.

List of Background Documents/Appendices:

Joint and Other Archive Services 2023/2024 & 2024/2025 Budget File.
Joint Archives Reserves File.

Appendix 1 - Predicted Outturn Position 2023/24
Appendix 2 - Archives Reserves
Appendix 3 - Budget 2024/25

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