

Local Members Interest
N/A

## **Staffordshire and Stoke on Trent Joint Archive Committee 7 December 2011**

### **Review of Fees and Charges 2012-2013**

#### **Recommendation(s)**

1. That the fees and charges proposed in Appendix two to this report be approved for introduction by the Joint Archive Service from April 2012.

#### **Report of Deputy Chief Executive and Director for Place (Staffordshire County Council) and Director of Adult and Neighbourhood Services (Stoke on Trent City Council)**

#### **Reasons for Recommendations**

2. The Archive Service fees and charges have been reviewed on an annual basis for a number of years to allow the Service to adapt its services according to demand and cost of provision. The proposed fees and charges are recommended for approval as they represent a fair and reasonable increase.

#### **Background**

3. The standard sources for income generation for the Archive Service are: 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. Each year the Service reviews its fees and charges based on the economic climate and take up of its services.

4. The review is intended to be a balanced approach which encourages use of services whilst still ensuring that income is generated to support the running of such services.

5. When the fees and charges were reviewed in 2010 some fees were held and others were increased where an increase had not occurred for some years. The research fees were held as there had been a significant drop in take up of this service and the hours on the research posts were cut as well.

6. This year research fees have been increased as use has recovered albeit still at a lower level than 2009. Many of the other fees are based on this one and therefore have increased proportionately.

7. Photocopying charges were increased last year and therefore have been held this year with income performing very well at Lichfield Record Office. In anticipation of the introduction of new photocopiers a new fee for colour copying has been introduced. In addition there has been an increase in the postal microprint service to cover staff time.

8. Several new fees have been introduced to add a variety of options for the service and maximise resources. The new fees include: e-book rights for commercial publications (in response to demand); a range of fees for visits by groups adding strongroom tours and conservation visits as additional options (again partly in response to demand); a room hire fee for use of the meeting room at Staffordshire Record Office by other services and outside organisations.

9. The review has been carried out in consultation with staff and following a benchmarking exercise with neighbouring archive services. In addition each year the Archive Service carries out a consultation forum with a mix of archive users, partners and stakeholders within the service.

## **Appendix 1**

### **Equalities implications:**

In reviewing its fees the Archive Service has continued to maintain its lower research fee for people with disabilities.

### **Legal implications:**

The content of this report complies with the law governing the work of the Joint Archive Service.

### **Resource and Value for money implications:**

Overall the Joint Archive Service has income targets of £52,710 which breaks down to £7,550 for the City service and £45,160 for the County service.

This report introduces new fees which offer more choice for users of the service and also represent good value for money. The new fees also allow the Service to maximise existing resources with the introduction of meeting room hire.

### **Risk implications:**

At this point in the year income is performing better than expected for research (although still lower than previous years) and income from photocopying at Lichfield Record Office is exceeding targets at the moment. This will be used to offset underperformance in other areas of income.

### **Climate Change implications:**

No significant implications.

### **Health Impact Assessment screening:**

No significant implications.

### **Report author:**

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### **List of Background Papers**

Papers	Contact/Directorate/ext number
Joint Archive Service Scale of Fees and Charges, 2011/2012	Joanna Terry/Place/ x8370
Orders and income ledgers, 2011/2012	