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| Local Member Interest |
| N/A |

**Staffordshire and Stoke-on-Trent Joint Archives Committee -
23 February 2012**

**Joint Report of the Director of Finance & Resources and the City
Director of Business Services**

**PREDICTED OUTTURN 2011/12 AND
PROPOSED REVENUE BUDGET 2012/13**

1. Purpose of Report

- 1.1 To present the current predicted outturn for the Joint Archive Service and to consider the budget position for 2012/13.

2. Summary

- 2.1 The latest revenue outturn forecast shows an underspend of £13,997 at the end of the financial year. The current balance on the General Reserve is £96,204 of which £55,000 has already been earmarked for alterations and environmental controls at Stoke.
- 2.2 The Archive Acquisition Reserve has a balance of £63,814 for the purchase of new collections.
- 2.3 The proposed revenue budget for 2012/13 of £660,550 will be funded by the County Council (77.59%) and the City Council (22.41%). These percentages reflect the respective population levels of the two authorities at June 2010.

3. Recommendations

- 3.1 That the report be received.
- 3.2 That the revenue budget proposed for 2012/13 be approved and submitted to the County Council for consideration.

4. Predicted Outturn 2011/12

- 4.1 The predicted outturn for the Joint Archives Service is set out in Appendix 1. It is expected that the Service will spend £593,093 compared with an approved budget of £607,090. This gives an underspend of £13,997 which will be transferred to the General Reserve.
- 4.2 The County is anticipating an underspend of £11,168 which is due to savings on staff vacancies and Audit fees. This has been offset in part

by lower than anticipated income and will also fund redundancies as part of the restructure in the Autumn.

- 4.3 The City Council expects an underspend of £2,829 which is mainly due to staff vacancies.

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 £96,204 (as set out in Appendix 2) plus the underspend for 2011/12. Of this the following sum has already been earmarked :

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| Alterations/environmental controls at Stoke | £55,000 |
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- 5.3 There is currently a balance of £63,814 on the second reserve, the Archive Acquisition Reserve.

6. Revenue Budget 2012/13

- 6.1 The detail of the proposed revenue budget for 2012/13 can be found as appendix 3 to this report. The proposed budget of £660,550 has increased by 8.8% when compared to the estimate for the current year. Stoke have increased the staffing resources by 16 hours per week and Staffordshire have increased the staffing numbers on the Agreement side of the budget while reducing those on the non-agreement budget.

- 6.2 Under the Joint Archive Agreement the total cost of the service is currently apportioned between the two authorities 77.56% (County) and 22.44% (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 2010). This will increase the percentage charge to the County Council to 77.59% for 2012/13, with a corresponding decrease in the City Council's percentage share to 22.41%. The proposed revenue budget has been apportioned on this basis and the County's proposed share of the costs is £512,520 and the City's £148,030. 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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Andrew Burns

Director of Finance and
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Background Documents

Non Public: Joint and Other Archive Services 2011/12 and 2012/13
Files

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