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| Local Members Interest |
| N/A                    |

## **Staffordshire and Stoke on Trent Joint Archive Committee 22 November 2012**

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### **Staffordshire and Stoke on Trent Archive Service: Review of Fees and Charges 2013-2014**

#### **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 2013.

#### **Report of Director for Place and Deputy Chief Executive (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 2011 some fees were held and others were increased where an increase had not occurred for some years. This year research fees have been held as they were increased last year.

6. Photocopying charges were increased last year and are increased again to bring copies of documents in line with prints from microform. In addition there

has been an increase to the charges for wills overseas copy orders to cover increased postage charges.

7. It is proposed to withdraw two services from April 2013. The first is express photocopy service for business users due to lack of use and difficulty in identifying business customers. The second is the duplicate parish register fiche service which will be phased out once the parish registers are available online.

8. There has been a thorough review of the scanning and photography services in view of new photocopiers available at Stafford and Stoke and to try to encourage more photography orders. The original pricing system was thought to be too complex and deterred enquirers from placing an order as image costs were prohibitive on large orders. Instead a move to a charging by the hour will be introduced with immediate effect. Photographic permits will be increased again to offset falling photocopy income.

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.

**Report author:**

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## **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 joint agreement governing the work of the Joint Archive Service.

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

Overall the Joint Archive Service has income targets of £50,550 which breaks down to £7,550 for the City service and £43,000 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.

### **Risk implications:**

At this point in the year income is under performing for research at Stafford 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, 2012/2013 | Joanna Terry/Place/ x8370      |
| Orders and income ledgers, 2012/2013                       |                                |