

Local Member Interest	Nil
-----------------------	-----

**STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES  
COMMITTEE**

**21 February 2013**

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

**JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2012/13 AND  
PROPOSED REVENUE BUDGET 2013/14**

1. Purpose of Report

- 1.1 To present the current predicted outturn for the Joint Archive Service and to consider the budget position for 2013/14.

2. Summary

- 2.1 The latest revenue outturn forecast shows an underspend of £2,313 at the end of the financial year. The current balance on the General Reserve is £66,734.
- 2.2 The Archive Acquisition Reserve has a balance of £62,342 for the purchase of new collections.
- 2.3 The proposed revenue budget for 2013/14 of £668,180 will be funded by the County Council (77.31%) and the City Council (22.69%). These percentages reflect the respective population levels of the two authorities at June 2011.

3. Recommendations

- 3.1 That the report be received.
- 3.2 That the revenue budget proposed for 2013/14 be approved and submitted to the County Council for consideration.

4. Predicted Outturn 2012/13

- 4.1 The predicted outturn for the Joint Archives Service is set out in Appendix 1. It is expected that the Service will spend £658,337

compared with an approved budget of £660,650. This gives an underspend of £2,313 which will be transferred to the General Reserve.

- 4.2 The County is anticipating an underspend of £673 which is due to savings on staff oncosts and Audit fees. This has been offset in part by lower than anticipated income.
- 4.3 The City Council expects an underspend of £1,640 which is mainly due to savings on supplies and services and staffing budgets. This has been offset in part by lower than anticipated income.

## 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 £66,734 (as set out in Appendix 2) plus the underspend for 2012/13. All ongoing projects which were to be funded from reserves have now been completed.
- 5.3 There is currently a balance of £62,342 on the second reserve, the Archive Acquisition Reserve.

## 6. Revenue Budget 2013/14

- 6.1 The detail of the proposed revenue budget for 2013/14 can be found as appendix 3 to this report. The proposed budget of £668,180 has increased by 1.1% when compared to the estimate for the current year.
- 6.2 Under the Joint Archive Agreement the total cost of the service is currently apportioned between the two authorities 77.59% (County) and 22.41% (City), based on the June 2010 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 2011). This will increase the percentage charge to the City Council to 22.69% for 2013/14, with a corresponding decrease in the County Council's percentage share to 77.31%. The proposed revenue budget has been apportioned on this basis and the County's proposed share of the costs is £516,570 and the City's £151,610. 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.

Charles Stewart

Assistant Chief Executive &  
Director of Corporate Services

Andrew Burns

Director of Finance and  
Resources

#### Background Documents

Non Public: Joint and Other Archive Services 2012/13 and 2013/14  
Files

#### Contact Officers

Kaye Chadwick      Finance and Resources  
01785 278416 Staffordshire County Council

Mustak Damani      Directorate of Corporate Services  
01782 231619 Stoke on Trent City Council