

Local Member Interest	Nil
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STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

26th March 2015

JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2014/15

Recommendation(s)

1. That this report informing the Committee on the predicted final outturn for the Joint Archive Service for 2014/15 is received and noted.
2. That the 2015/16 revenue budget be approved by the Joint Archive Committee.

Joint report of the Director of Finance & Resources and the City Director of Resources

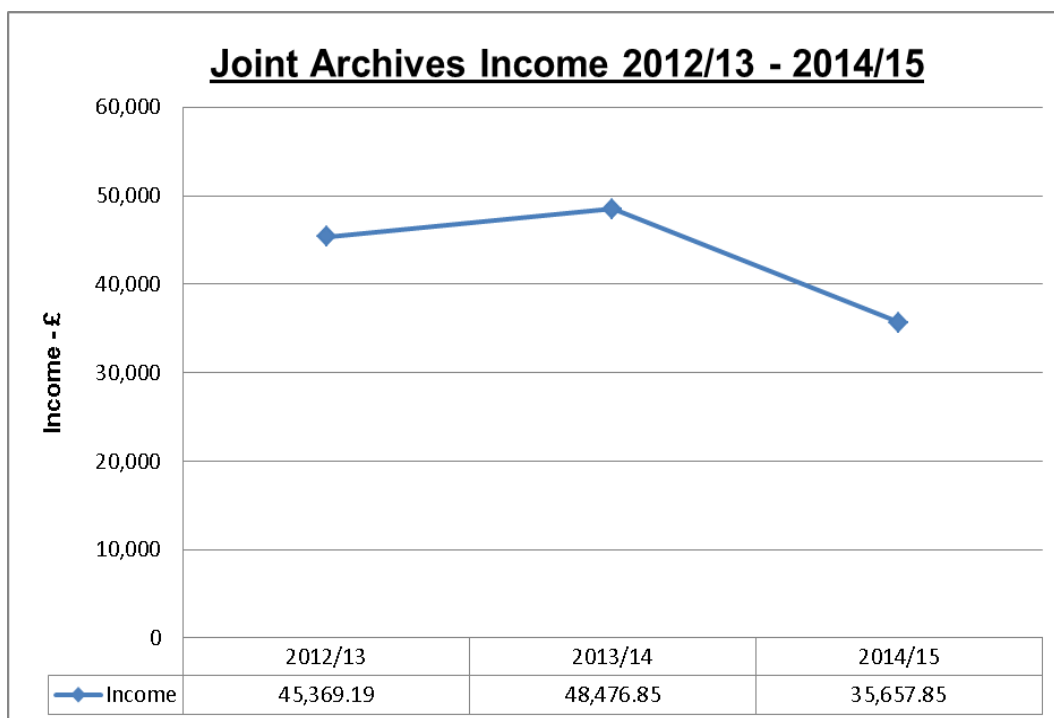
Reasons for Recommendations

3. The Joint Archive Service budget for 2014/15 is currently predicted to be underspent by £13,686. The General Reserve has a balance of £95,148 and the Archive Acquisition Reserve currently has a balance of £62,342.

Background

Predicted Net Revenue Outturn 2014/15

4. The predicted outturn for the Joint Archives Service is set out in *Appendix 1*. It is expected that the service will spend £668,564 compared to its current approved budget of £682,250. This gives an overall underspend of £13,686 which will be transferred to the Joint Archive Service General Reserve at the end of the financial year.
5. Of this underspend, Core Services are expected to nominally underspend by £2,046 on supplies & services and staffing costs. The County is also projecting an underspend of £5,500 again due to savings on staffing costs and the City Council is also anticipating to underspend by £6,140 due to staff vacancy savings being partially offset by a nominal under recovery on fees & charges income.
6. *Appendix 2* profiles Staffordshire's Joint Archive total fees & charges income from 2012-13 to the current year. A total Archives fees & charges trend line is shown graphically below.



7. In the previous two financial years, total Joint Archive fees & charges income levels have exceeded £45,000+, so on this basis, the current year income budget was set at a similar level. In 2014/15, total fees & charges income is currently forecast to be £5,600 lower than the budget set primarily due to lower than anticipated bequests donations; genealogical search fees and Photocopier charges. It also reflects a shift in the way users access archive material since more collections are available online. This is seen particularly in genealogical searches and photocopy income as people can view and download Staffordshire Parish Registers online since July 2014.

Reserves

8. There are currently two reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The balances on these two Reserves are set out in *Appendix 3*. The General Reserve has a balance of £95,148 and the Archive Acquisition Reserve currently holds a balance of £62,342. As Members are aware, the Archive Acquisition Reserve enables the Joint Archive Service to purchase collections for the benefit of archives users in both the City and the County.
9. At the November 2014 Joint Committee, approval was given for the purchase of the Geoffrey Godden Collection for Stoke on Trent City Archives for £4,800 (at a discounted price by Mr Godden) from the current Archives Acquisition Reserve.

Revenue Budget 2015/16

10. The detail of the 2015/16 net revenue budget can be found as *Appendix 4* to this report. The new year budget of £702,168 has increased by 2.9% when compared to the budget plan for the current year.

11. Under the Joint Archive Agreement, the total cost of the service is currently apportioned between the two respective Local Authorities and was recently revised (in 2013/14) to reflect the latest available respective population levels. This has resulted in the percentage charge to the City Council of 22.6% and for the County Council's percentage share to be set at 77.4%. The proposed net revenue budget has been apportioned on this basis and the County's proposed share of the costs is £543,478 and the City's £158,690. Both Authorities currently have sufficient budgetary provision to meet these estimated costs.

Appendix 1

Equalities implications:

No significant implications.

Legal implications:

The Joint Agreement budget is subject to an annual small bodies audit.

Resource and Value for money implications:

The Joint Agreement budget is monitored regularly throughout the year.

Risk Implications:

No significant implications.

Climate Change Implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: John Broad, Senior Finance Business Partner
Telephone No: (01785) 854861
Room Number: Staffordshire Place 2, Floor 2

List of Background Papers

Joint and other Archive Services 2014/15 files