

STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

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

JOINT ARCHIVE SERVICE – FINAL OUTTURN 2015/16 & 2016/17 BUDGET POSITION

1. Purpose of Report

- 1.1 That this report informing the Committee on the final net revenue outturn for the Joint Archive Service for 2015/16 is received and noted.
- 1.2 That the report updates the Committee on the current 2016/17 budget position and Staffordshire's request to identify all 'non essential' budget spend with the view to retaining these savings in year.

2. Summary

- 2.1 The final net revenue outturn for the Joint Archive Service is an overall underspend of £5,578 at the end of the 2015/16 financial year. The current balance on the General Reserve is £28,233 which includes the 2015/16 underspend.
- 2.2 The Archive Acquisition Reserve currently holds a balance of £57,542 for the purchase of new collections.

3. Recommendations

- 3.1 That the report be received and accepted.
- 3.2 That the Joint Archives Committee agrees to savings being taken 'in year' from the County's Archive Service budget.

4. Final Net Revenue Outturn 2015/16

- 4.1 The final net revenue outturn for the Joint Archives Service is set out in *Appendix 1* attached. The Service's overall net spend was £696,722 compared to the approved net revenue budget of £702,300 which produced an overall underspend of £5,578 (a £5,990 underspend was previously reported to the March Archives Joint Committee). This underspend has since been transferred to the General Reserve.

- 4.2 The Core Services budget nominally underspent by £82 in 2015/16. This small underspend was achieved by a managed underspend against the expenditure budget of £685 which more than offset a small shortfall of £603 in miscellaneous income.
- 4.3 Staffordshire County Council achieved an overall underspend of £2,063 against its 2015/16 budget. This underspend was achieved from savings made against its expenditure budget of £10,396 which have more than offset an overall shortfall on income of £8,334 in respects to fees & charges. Managed savings were achieved against both the supplies & services budget and from a member of staff not opting in to the LGPS where a budget has been set for the year.
- 4.4 The City Council underspent its budget by £3,433 in 2015/16. This underspend was largely attributable to members of staff not in the LGPS, thus saving the employers contribution.
- 4.5 If the budget were reduced by the amounts identified above and the staff members subsequently joined the pension scheme this would result in an overspend position for the service.

5. Reserves

- 5.1 There are currently two reserves held by the Joint Archives Service, these being the General Reserve and the Archive Acquisition Reserve.
- 5.2 The General Reserve now has a balance of £28,233 as shown in *Appendix 2* which is inclusive of the 2015/16 underspend of £5,578.
- 5.3 There is currently a balance of £57,542 on the second Reserve, the Archive Acquisition Reserve, following the recent purchase of the

6. The Small Bodies Return

- 6.1 The Joint Archives Committee is now no longer required to complete a Small Bodies in England Annual return from 2015/16 onwards.
- 6.2 From 1st April 2015, the new Local Audit and Accountability Act 2014 means that Joint Committees will no longer be required to have their accounts separately prepared and audited. Government have made this change as the appropriate parts of the financial results of Joint Committees are reported in the accounts of their constituent bodies and so are audited by auditors appointed by those local bodies, i.e. Internal Audit.

7. 2016/17 Net Revenue Budget Position

- 7.1 The Joint Archives Committee previously approved the 2016/17 net revenue budget for the Joint Agreement at the February 2016 Joint Committee.

- 7.2 From the new financial year, however, Staffordshire County Council due to developing internal budgetary pressures has now requested that all budget holders review their respective budgets to identify any 'non essential' spend which could be withheld 'in year' to offset against expected spend pressures in 2016/17.
- 7.3 Following a review of the Staffordshire County Council funded element of the Joint Agreement net revenue budget and all associated spend commitments, a total of £13,038 has initially been identified and classified as 'non essential' spend consisting primarily of reduced training, printing, administration and a small reduction on conservation spend.
- 7.4 All of the initial savings identified currently sit within the Joint Agreement budget and would therefore require the approval of the Joint Archives Committee to agree to these savings being taken 'in year'.

8. Personnel and Equal Opportunities

- 8.1 This report has been prepared in accordance with the policies of the County Council and the City Council on Personnel and Equal Opportunities.

Appendix 1

Equalities implications:

No significant implications.

Legal implications:

None.

Resource and Value for money implications:

The Joint Agreement budget is regularly monitored on a quarterly basis 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 2015/16 files