

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

## STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

9 February 2017

### JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2016/17 & 2017/18 NET REVENUE BUDGET

#### Recommendation(s)

1. That this report informing the Committee on the predicted outturn for the Joint Archive Service for 2016/17 is received and noted.
2. That the 2017/18 net revenue budget be approved by the Joint Archive Committee.

#### Joint report of the Director of Finance & Resources and the City Director of Resources - Assistant Chief Executive

#### Reasons for Recommendations

3. The Joint Archive Service budget for 2016/17 is predicted to be nominally overspent by £1,992. The General Reserve currently holds a balance of £28,233 (net of the approved £100,000 matched funding commitment towards the forthcoming HLF bid) and the Archive Acquisition Reserve currently has a balance of £57,542.

#### Background

#### Predicted Net Revenue Outturn 2016-17

4. The predicted outturn for the Joint Archives Service is set out in *Appendix 2*. It is expected that the service will spend £719,752 compared to its current approved budget of £717,760 to give an overall estimated overspend of £1,992 which will be transferred from the General Reserve at the end of the financial year.
5. Of this nominal overspend, a further assessment of net spend indicates that by the year end, expected managed savings on staff; training; transport and supplies & services will now only partially offset an under-recovery of income (predominantly fees & charges) leading to a forecast overspend of £1,992.

## **Reserves**

6. 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 currently has a balance of £28,233 (net of HLF bid funding commitments) and the Archive Acquisition Reserve, which enables the Joint Archive Service to purchase collections for the benefit of archives users in both the City and the County, currently holds a balance of £57,542.
7. As a reminder to the Joint Archive Committee, approval was given in October 2015 for a further £50,000 to be released from the Archives General Reserve (initially £50,000 had been previously approved and earmarked) to increase the Joint Archives current 'match funding' contribution to £100,000 in total towards the approved Heritage Lottery Fund (HLF) bid for the construction and redevelopment of the Staffordshire History Centre.

## **Net Revenue Budget 2017-18**

8. The detail of the 2017-18 net revenue budget can be found as *Appendix 4* to this report. The new year budget of £746,500 has been increased by 4% when compared to the net revenue budget plan for the current year.
9. Under the Joint Archives Agreement, the total cost of the service is currently apportioned between the two respective local authorities and was revised in mid 2015 to reflect the latest available population levels across the County. This has resulted in the percentage charge to the City Council of 22.59% and for the County Council's percentage share to be set at 77.41%. The proposed new year budget has been apportioned on this basis giving the City's share of total budgeted cost at £168,600 (an increase of £3,450 on 2016/17 funding) and the County's share at £577,900 (an increase of £12,000 on 2016/17 funding) of the current net revenue budget. Both authorities are currently considered to have sufficient budgetary provision to meet these estimated costs.

## **Appendix 1**

### **Equalities implications:**

No significant implications.

### **Legal implications:**

From 2016/17, the Joint Archive Agreement budget is no longer subject to an annual Small Bodies Audit and return.

### **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, Principal Accountant (Place)  
Telephone No: (01785) 854861  
Room Number: Staffordshire Place 2

**List of Background Papers**

Joint and other Archive Services 2016/17 file.  
2017/18 Archives Budget file.