

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 12 November 2020

Review of Fees and Charges

Recommendation(s)

1. That the fees and charges proposed in Appendix two of this report be approved for introduction by the Joint Archive Service from 1 April 2021.

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke on Trent City Council)

Reasons for Recommendations

2. The Archive Service fees and charges have been reviewed on an annual basis for several years to enable the Service to adapt its offer 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 Archive Service generates income from the following sources: 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. In addition, from 2014 the Archive Service has benefitted from income from its partnership with a commercial provider to make key archive collections available online.

4. During 2020/21 the Joint Archives Committee reviewed the charges for the Research offer and the associated fees. This year, following the pattern established over recent years, it is proposed to leave these charges unchanged and to review the supply of copies and the fees associated with talks, visits and permissions to publish.

5. The changes proposed in this report continue to aim for a simplified structure. It proposed to maintain a differential between copies ordered in the reading room and copies ordered by post. This reflects the staff time that can be involved in locating, retrieving, and checking that the material requested is physically suitable for copying. This differential is applied to the first copy, remaining copies being charged at the rate applied to copies requested in the reading room.

6. It is proposed that the differential between black and white and colour copies is removed and replaced by a single charge of £1.50 between the

previous charge. This is due to most orders being sent electronically to customers.

7. It is recommended that the charges for talks and visits, reproduction fees and group visits remain at the 2020/21 level as demand has dropped considerably during the COVID-19 pandemic and in recognition of the very low rates of inflation.

8. Income for the service is forecast to be 50-75% down on previous years due to the closure from March to July 2020 as part of the response to COVID-19. Since services reopened income has increased for photography and copying services.

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 £27,960 which breaks down to £2,500 for the City service and £24,640 for the County service.

Risk implications: At this point in the year income is down by approximately 50%-75% due to COVID-19.

Climate Change implications: No significant implications.

Health Impact Assessment screening: No significant implications.

APPENDIX 2

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE

REVIEW OF FEES AND CHARGES, 2019/2020 -attached to report

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List of Background Papers