

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

STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

24th June 2021

JOINT ARCHIVE SERVICE – 2020/21 FINAL OUTTURN and PREDICTED OUTTURN 2021/22

Recommendation(s)

1. That this report informing the Joint Committee on the Final Net Revenue outturn for the Joint Archive Service for 2020/21 is received and noted.
2. That the report updates the Joint Committee on the current 2021/22 net revenue outturn budget position.

Joint report of the Director of Corporate Services (Staffordshire County Council) and the Director of Strategy and Resources (Stoke-on-Trent City Council).

Reasons for Recommendations

3. The final net revenue outturn for Joint Archive Service is an overall overspend £0.129m at the end of the 2020/21 financial year.
4. The partnership continues to hold significant reserves totalling £0.433m. This includes:
 - The General Reserve holds a balance of £0.365m
 - The Archive Acquisition Reserve holds a balance of £0.058m.
 - A specific reserve of £0.010m from the Art Fund grant for the Minton collection

The 2020/21 overspend of £0.129m has this year been absorbed within the wider Council outturn positions and has not been charged to reserve balances, thus protecting the level of reserves now carried forward.

Final Net Revenue Outturn 2020/21

5. The final net revenue outturn for the Joint Archives Service can be found as *Appendix 2* to this report.
6. The Joint Archive service's net spend was £0.743m compared to the approved budget of £0.614m which has produced an overall overspend of £0.129m. This was due to:

- Core services; £0.052m overspend, largely a result of the delayed delivery of savings through the planned reorganisation of the archives and heritage service.
 - Staffordshire County Council sites and public services; £0.077m overspend, largely a result of delayed delivery of savings through the planned reorganisation of the archives and heritage service.
 - Stoke-on-Trent sites and public services; an underspend of £0.063m due to savings against vacant posts and a reduction in costs associated with the change in service delivery as a result of COVID-19. This was transferred to reserves at year end to provide, overall, for a breakeven budget.
7. This shortfall has been absorbed within the wider Council outturn positions and has not impacted on the level of reserves.

Reserves

8. The Joint Archive Service currently hold as at the end of 2020/21 three reserves totalling £0.433m and set out in *Appendix 3*. This is made up of:
- The General Reserve currently has a balance of £0.365m.
 - The Archive Acquisition Reserve, which enables the Joint Archive Service to purchase local collections for the benefit of archives users in both the City and the County, currently holds a balance of £0.058m; and
 - The Art Fund Grant (Minton) of £0.010m
9. During 2020/21 the following transfers were made into the General Reserves:
- £1,125 transferred into Staffordshire County Council General Reserve for the Lockdown Memories project, due to be activities with schools delayed as a result of COVID-19. They will be delivered during 2021/22.
 - £62,524 transferred into Stoke-on-Trent General Reserve because of an underspend against staffing and a reduction in general operational costs as a result of COVID-19.

Predicted Net Revenue Outturn 2021/22

10. The detail of the 2021/22 net revenue outturn for the Joint Archive Committee can be found as *Appendix 4* to this report.
11. To date, the Joint Archives net spend is currently £0.121m, nearly 16% of the current net revenue budget of £0.763m. Latest forecast is for an overall overspend of £0.007m this year as follows:

- Core services; £0.003m underspend, of which £0.004m is as of savings against employee budgets against Staffordshire County Council which is partially offset by £0.001m overspend against Stoke-on-Trent employee costs.
- Staffordshire County Council sites and public services; £0.011m overspend, largely a result of delayed delivery of savings through the planned reorganisation of the archives and heritage service.
- Stoke-on-Trent sites and public services; a small underspend of £0.009m is currently anticipated and is assumed that this will cover the £0.001m the forecast overspend against Core Services increased employee costs and the remaining £0.008m will be transferred to reserves at year end to provide, overall, for a breakeven budget.

If the overspend of £0.007m is realised at financial year end, the balance will be covered by Staffordshire County Council.

12. It is currently forecast that the remaining reserves at the end of 2021/22 available for use will be c £0.189m, around £0.244m less than the current balance. This assumes in 2021/22:

- Transfer from Staffordshire County Council general reserve £0.001m for the Lockdown Memories project.
- Transfer from Staffordshire County Council general reserve £0.251m as match funding for the History Centre Project should the project be approved late June 2021.
- Transfer into reserve of the Stoke-on-Trent general reserve underspend; £0.008m.

Equalities implications:

No significant implications.

Legal implications:

The Joint Archive Agreement budget will be subject to an annual Audit and return.

A review of the current Joint Agreement.

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: Nikki Mihajlovic,
Senior Finance Business Partner (Decision Making)
Telephone No: (01785) 854879
Room Number: Finance Unit, Staffordshire Place 1

List of Background Papers

Joint and Other Archive Services 2020/21 & 2021/22 Budget File.
Joint Archives Reserves File.

**Joint Archives Service
Outturn Position 2020/2021**

Appendix 2

	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget	Actual Outturn	Outturn Variance	Current Budget	Actual Outturn	Outturn Variance	Current Budget	Actual Outturn	Outturn Variance	Current Budget	Actual Outturn	Outturn Variance
	£	£	£	£	£	£	£	£	£	£	£	£
Expenditure												
Employees	262,680	318,601	55,921	194,840	275,065	80,225	141,600	96,615	-44,985	599,120	690,281	91,161
Training	240	0	-240	0	0	0	900	0	-900	1,140	0	-1,140
Transport	820	125	-695	5,090	2,268	-2,822	300	0	-300	6,210	2,392	-3,818
Supplies & Services	4,520	1,498	-3,022	7,800	7,079	-721	19,200	2,039	-17,161	31,520	10,616	-20,904
Transfer to Reserve	0	0	0	0	0	0	0	62,524	62,524	0	62,524	62,524
Total Expenditure	268,260	320,224	51,964	207,730	284,411	76,681	162,000	161,178	-822	637,990	765,813	127,823
Income												
Grants & Reimbursements	0	350	350	0	0	0	200	25	-175	200	375	175
Sales	0	0	0	12,360	8,283	-4,077	400	0	-400	12,760	8,283	-4,477
Fees & Charges	0	0	0	3,490	4,335	845	1,900	887	-1,013	5,390	5,222	-168
Miscellaneous	3,270	2,100	-1,170	2,540	6,873	4,333	0	0	0	5,810	8,973	3,163
Total Income	3,270	2,450	-820	18,390	19,491	1,101	2,500	912	-1,588	24,160	22,853	-1,307
Net Expenditure	264,990	317,774	52,784	189,340	264,919	75,579	159,500	160,266	766	613,830	742,959	129,129

Overspend **129,129**

Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<u>General Reserve</u>			
Balance brought forward 1 April 2020	268,888	33,771	302,659
2020/2021 Transactions			
Lockdown Memories Project	1,125		0
Air Conditioning - approved in 2019/2020 (On hold)			0
Underspend in 2020/2021 - Sites & Public Services		62,524	62,524
Subtotal (balance as at 31 March 2021)	270,013	96,295	365,183
Future Transactions			
Staffordshire History Centre - match funding	-251,000		-251,000
Lockdown Memories Project	-1,125		-1,125
Forecast underspend in 2021/2022 - Sites & Public Services		8,400	8,400
Balance Available (as at 31 March 2022)	17,888	104,695	121,458
<u>Acquisition Reserve</u>			
Balance brought forward 1 April 2020	57,542	0	57,542
2020/2021 Transactions			
			0
Subtotal (balance as at 31 March 2021)	57,542	0	57,542
Future Transactions			
			0
Balance Available (as at 31 March 2022)	57,542	0	57,542
<u>Art Fund Grant - Minton</u>			
Balance brought forward 1 April 2020	0	10,301	10,301
2020/2021 Transactions			
Art Fund Grant - Minton Archive			0
Subtotal (balance as at 31 March 2021)	0	10,301	10,301
Future Transactions			
Balance Available (as at 31 March 2022)	0	10,301	10,301
Grand Total			
Balance at 31 March 2021	327,555	106,596	433,026
Forecast Balance at 31 March 2022	75,430	114,996	189,301

Joint Archives Service

Appendix 4

Predicted Outturn Position 2021/2022

	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget £	Actual Expenditure @ Jun-2021 £	Predicted Outturn £	Current Budget £	Actual Expenditure @ Jun-2021 £	Predicted Outturn £	Current Budget £	Actual Expenditure @ Jun-2021 £	Predicted Outturn £	Current Budget £	Actual Expenditure @ Jun-2021 £	Predicted Outturn £
Expenditure												
Employees	302,800	47,166	299,714	272,360	51,509	283,344	144,100	20,666	134,700	719,260	119,341	717,757
Training	1,530	10	1,530	3,100	20	3,100	900	0	900	5,530	30	5,530
Transport	1,250	14	1,250	2,550	28	2,550	300	0	300	4,100	42	4,100
Supplies & Services	12,400	245	12,400	25,190	497	25,190	19,200	3,265	19,200	56,790	4,007	56,790
Transfer to Reserve	0	0	0	0	0	0	0	0	8,400	0	0	8,400
Total Expenditure	317,980	47,435	314,894	303,200	52,054	314,184	164,500	23,931	163,500	785,680	123,420	792,577
Income												
Grants & Reimbursements	0	0	0	0	0	0	200	0	200	200	0	200
Sales	0	0	0	9,390	2,529	9,390	400	5	400	9,790	2,534	9,790
Fees & Charges	4,420	0	4,420	3,200	0	3,200	1,900	236	1,900	9,520	236	9,520
Miscellaneous	0	0	0	3,640	0	3,640	0	0	0	3,640	0	3,640
Total Income	4,420	0	4,420	16,230	2,529	16,230	2,500	241	2,500	23,150	2,770	23,150
Net Expenditure	313,560	47,435	310,474	286,970	49,525	297,954	162,000	23,690	161,000	762,530	120,650	769,427
											Predicted Overspend	6,897