

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

11 November 2021

JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2021/22

Recommendation(s)

1. 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) and the Director of Strategy and Resources (Stoke on Trent).

Reasons for Recommendations

2. The Joint Archive Service net revenue outturn is currently estimated to breakeven in the 2021/22 financial year.
3. The partnership continues to hold significant reserves totalling £0.434m. This includes:
 - The General Reserve holds a balance of £0.366m
 - 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

Predicted Net Revenue Outturn 2021/22

4. The detail of the 2021/22 net revenue outturn for the Joint Archive Committee can be found as *Appendix 1* to this report.
5. To date, the Joint Archives net spend is currently £0.351m, 46% of the current net revenue budget of £0.763m. Latest forecast is for an overall breakeven position for this year as follows:
 - Core services; £0.002m underspend, of which £0.003m 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. It is assumed that the £0.003m underspend for Staffordshire County Council will be transferred to reserves at year end to provide, overall, for a breakeven budget.

- Staffordshire County Council sites and public services; is forecast to breakeven.
- 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.

Reserves

6. The Joint Archive Service currently holds as three reserves totalling £0.434m and set out in *Appendix 2*. This is made up of:

- The General Reserve currently has a balance of £0.366m.
- 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

7. It is currently forecast that the remaining reserves at the end of 2021/22 available for use will be c £0.193m, around £0.241m less than the current balance. This assumes in 2021/22:

- Transfer from Staffordshire County Council general reserve funding for Lockdown Memories Project £0.001m, previously transferred into the reserve during 2020/21 to protect the funding.
- Transfer to Staffordshire County Council general reserve underspend; £0.003m.
- Transfer from Staffordshire County Council general reserve £0.251m as match funding for the History Centre Project which was approved on 14 July 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.

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List of Background Papers

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

Appendix 2

Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
General Reserve			
Balance brought forward 1 April 2021	270,013	96,295	366,308
2021/2022 Transactions			
Air Conditioning - approved in 2019/2020 (On hold)			0
Subtotal (balance as at 31 March 2022)	270,013	96,295	366,308
Future Transactions			
Lockdown Memories Project	-1,125		-1,125
Staffordshire History Centre - match funding	-251,000		-251,000
Forecast underspend in 2021/2022 - Sites & Public Services	2,889	8,400	11,289
Balance Available (as at 31 March 2022)	20,777	104,695	125,472
Acquisition Reserve			
Balance brought forward 1 April 2021	57,542	0	57,542
2021/2022 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
Art Fund Grant - Minton			
Balance brought forward 1 April 2021	0	10,301	10,301
2021/2022 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	434,151
Forecast Balance at 31 March 2022	78,319	114,996	193,315