

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 11 November 2021

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 and Heritage Service from 1 April 2022.

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)

Reasons for Recommendations

2. The Archive Service fees and charges have been reviewed on an annual basis since 1997 in accordance with the terms of the Joint Archives Agreement between Staffordshire County Council and Stoke on Trent City Council. This has enabled the Service to adapt its offer according to demand and the 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 generated by a partnership with a commercial provider to make key archive collections available online.

4. During 2021/22 the Joint Archives Committee reviewed the charges for the supply of copies and fees for talks and visits and reproduction of items from collections. This year, it is proposed to leave these charges unchanged and to review the research service fee which is also the basis for other charges for staff time to deliver a service. The research fee was last reviewed in November 2019.

5. The changes proposed in this report continue to aim for a simplified structure of charges. It is proposed to increase the research fee from £32.00 to £36.00 per hour. This fee was compared with four neighbouring county archive services which ranged from £28 - £56 per hour. The proposed increase is therefore a mid-range fee.

6. The research fee is the basis for the following fees which have been increased:

- Quick research
- Hospital record search
- Staff facilitation
- Photography service

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. Of the talks provided one was delivered online whilst offers have been delivered in person having been deferred until the groups met in person.

8. Income for the service is forecast to meet income targets as remote copying, photography and research services, despite the lockdowns have all been well used. Income targets were also readjusted for the County Service following the implementation of the new staffing model. Onsite copying income is still reduced because of reduced capacity in searchrooms.

Appendix 1

Equalities implications: In reviewing its fees the 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 £23,150 which breaks down to £2,500 for the City service and £20,650 for the County service.

Risk implications: At this point in the year income is forecast to meet the targets.

Climate Change implications: No significant implications.

Health Impact Assessment screening: No significant implications.

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List of Background Papers

Joint Archives Budget Monitoring reports