

Local Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archives Committee – Thursday 03 March 2022

Joint Archive Service – Predicted Outturn 2021/22 & 2022/23 Net Revenue Budget

Recommendations

We recommend that the Committee:

- a. Notes the current 2021/22 net revenue outturn budget position.
- b. Approves the 2022/23 net revenue budget

Report of Director of Corporate Services (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)

Reasons for Recommendations:

1. The Joint Archive Service net revenue outturn is currently estimated to breakeven in the 2021/22 financial year.
2. The partnership continues to hold significant reserves totalling £0.433m. This includes:
 - a. The General Reserve holds a balance of £0.365m
 - b. The Archive Acquisition Reserve holds a balance of £0.058m.
 - c. A specific reserve of £0.010m from the Art Fund grant for the Minton collection.

Predicted Net Revenue Outturn 2021/22

3. The detail of the 2021/22 net revenue outturn for the Joint Archive Committee can be found as *Appendix 1* to this report.
4. To date, the Joint Archives net spend is currently £0.572m, 76% of the current net revenue budget of £0.753m. Latest forecast is for an overall breakeven position for this year as follows:

Core Services

5. £0.0028m underspend, of which £0.025m is as of savings against employee, training, transport and general expenditure budgets against Staffordshire County Council with further savings of £0.003m against Stoke-on-Trent employee costs.
6. It is assumed that the overall underspend of £0.028m will be transferred to the respective reserves, with the split £0.025m underspend for Staffordshire County Council and the £0.003m for Stoke-on-Trent to provide, overall, for a breakeven position.

Site and Public Services

7. Staffordshire County Council sites and public services; underspend of £0.005m as a result of a slight overspend against employee which is offset by savings against training, transport and general expenditure budgets.
8. Stoke-on-Trent sites and public services; underspend of £0.028m as a result of savings against employee and general expenditure budgets.
9. It is assumed that the underspend for Staffordshire County Council and Stoke-on-Trent will be transferred to their respective reserves at year end to provide, overall, for a breakeven budget.

Reserves

10. The Joint Archive Service currently holds as three reserves totalling £0.433m and set out in *Appendix 2*. This is made up of:
 - a. The General Reserve currently has a balance of £0.365m.
 - b. 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
 - c. The Art Fund Grant (Minton) of £0.010m
11. It is currently forecast that the remaining reserves at the end of 2021/22 available for use will be c £0.244m, around £0.189m less than the current balance. This assumes in 2021/22:
 - a. 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.
 - b. Transfer to Staffordshire County Council general reserve underspend; £0.030m.

- c. Transfer from Staffordshire County Council general reserve £0.251m as match funding for the History Centre Project which was approved on 14 July 2021.
- d. Transfer into reserve of the Stoke-on-Trent general reserve underspend; £0.032m.

Net Revenue Budget 2022/23

- 12. The detail of the 2022/23 net revenue budget for the Joint Archive Committee can be found as *Appendix 3* to this report.
- 13. The impact of this is that Staffordshire County Council's Joint Agreement budget is £0.581m (73% of the total JAC budget) whilst the Stoke on Trent City Council's budget has been set at £0.219m (27% of the total JAC budget).
- 14. The total joint Archives Service's budget for 2022/23 is £0.800m, an increase of £0.047m from 2021/22 budget.
- 15. Staffordshire County Council's budget has had an inflationary increase to reflect additional costs associated with national insurance and pension contributions. It also includes the provision for pay awards for 21/22 of 1.75% that is still to be agreed plus 2% uplift for 22/23. All non-employee income and expenditure budgets have received a 1% inflationary uplift too.
- 16. Stoke-on-Trent's budget has had an inflationary increase to reflect additional costs associated with national insurance and pension contributions. It also includes the provision of 2% for the 22/23 pay award. The employee budget also includes a vacancy management factor of 3%, which means that the overall employee budget only equates to 97% of the real term cost and therefore, the service is meant to achieve the budget shortfall by holding vacancies throughout the year. All non-employee income and expenditure budgets have not received any inflationary increase and remain as the 21/22 budget.

Legal Implications

- 17. The Joint Archive Agreement budget will be subject to an annual Audit and return.
- 18. A review of the current Joint Agreement.

Resource and Value for Money Implications

- 19. The Joint Agreement budget is monitored regularly throughout the year.

Climate Change Implications

20. No significant implications.

List of Background Documents/Appendices:

Joint and Other Archive Services 2021/2022 & 2022/2023 Budget File.

Joint Archives Reserves File.

Appendix 1 - Predicted Outturn Position 2021/22

Appendix 2 - Archives Reserves

Appendix 3 - Budget 2022/23

Contact Details

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