

<b>Local Members Interest</b>
N/A

## **Staffordshire and Stoke on Trent Joint Archives Committee – Thursday 23 June 2022**

### **Joint Archive Service – Final Outturn 2021/22 and Predicted Outturn 2022/23.**

#### **Recommendations**

We recommend that the Committee:

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

#### **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 final net revenue outturn for Joint Archive Service is an overall breakeven position at the end of 2021/22 financial year.
2. The partnership continues to hold reserves totalling £0.481m. This includes:
  - a. The General Reserve holds a balance of £0.413m
  - 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.

#### **Final Net Revenue Outturn 2021/22**

3. The final detail of the 2021/22 net revenue outturn for the Joint Archive Committee can be found as Appendix 1 to this report.
4. The Joint Archives net spend was £0.761m compared to the approved budget of £0.761m which produced an overall breakeven position. This was after accounting for:

#### **Core Services**

5. Total underspend of £0.033m of which £0.0030m was due to 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. The overall underspend of £0.033m has been transferred to the respective reserves, with the split £0.030m 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; £0.002m overspend was due to an overspend against employees which is offset by savings against training, transport and general expenditure budgets plus a slight over achievement of income.
8. Stoke-on-Trent sites and public services; underspend of £0.025m was due to savings against employees, training, transport and general expenditure budgets partially offset by a slight under achievement of income.
9. The overall underspend of £0.023m has been transferred to the respective reserves with the split £ 0.002m overspend for Staffordshire County Council and £0.025m underspend for Stoke-on-Trent to provide, overall, for a breakeven position.

### **Reserves**

10. The partnership holds reserves totalling £0.481m. This includes:
  - a. The General Reserve holds a balance of £0.413m
  - 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. During 2021/22 the following transfers were made from/to the general Reserves:
  - 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 from Staffordshire County Council general reserve £0.010m as match funding for the History Centre Project which was approved on 14 July 2021.

- c. Transfer to Staffordshire County Council general reserve net underspend for 2021/22; £0.027m
- d. Transfer to Staffordshire County Council general reserve £0.001m to support the History Centre Project additional staffing costs to assist with the temporary moves.
- e. Transfer into reserve of the Stoke-on-Trent general reserve underspend for 2021/22; £0.028m.

### **Predicted Net Revenue Outturn 2022/23**

- 12. The detail of the 2022/23 net revenue outturn for the Joint Archive Committee can be found as Appendix 3 to this report.
- 13. To date, the Joint Archives net spend is currently £0.074m, nearly 9% of the current net revenue budget of £0.812m. The latest forecast is for an overall breakeven position this year after taking account of:

#### **Core Services**

- 14. £0.003m underspend, of which £0.002m is due to savings against employees and general expenditure budgets against Staffordshire County Council with further savings of £0.001m against Stoke-on-Trent employee costs.
- 15. It is assumed that the overall underspend of £0.003m will be transferred to the respective reserves, with the split £0.002m underspend for Staffordshire County Council and the £0.001m for Stoke-on-Trent to provide, overall, for a breakeven position.

#### **Site and Public Services**

- 16. Staffordshire County Council sites and public services; overspend of £0.006m is due to £0.004m increased employee costs, £0.001m underspend in general expenditure costs and £0.003m under achievement of income.
- 17. Stoke-on-Trent sites and public services; underspend of £0.010m is due to savings against employees.
- 18. It is assumed that the overspend for Staffordshire County Council will be offset by a transfer from their respective reserve and the Stoke-on-Trent underspend will be transferred to their respective reserve, with the split £0.006m overspend for Staffordshire County Council and the £0.010m underspend for Stoke-on-Trent to provide, overall, for a breakeven position.

19. It is currently forecast that the remaining reserves at the end of 2022/23 available for use will be £0.247m, around £0.234m less than the current balance as set out in Appendix 2. This assumes the following in 2022/23:

- a. Transfer from Staffordshire County Council general reserve £0.001m to support the History Centre Project additional staffing costs to assist with the temporary moves.
- b. Transfer from Staffordshire County Council general reserve £0.241m as match funding for the History Centre Project which was approved on 14 July 2021.
- c. Transfer from Staffordshire County Council general reserve £0.003m net forecast overspend for 2022/23.
- d. Transfer into reserve of the Stoke-on-Trent general reserve £0.011m forecast underspend for 2022/23.

### **Legal Implications**

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

21. A review of the current Joint Agreement.

### **Resource and Value for Money Implications**

22. The Joint Agreement budget is monitored regularly throughout the year.

### **Climate Change Implications**

23. 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 - Outturn Position 2021/22

Appendix 2 - Archives Reserves

Appendix 3 – Budget/Forecast Outturn 2022/23

### **Contact Details**

#### **Assistant Director:**

Catherine Mann MBE, Interim Assistant Director –  
Culture, Rural and Safer Communities

#### **Report Author:**

Nikki Mihajlovic

#### **Job Title:**

Senior Finance Business Partner

#### **Telephone No.:**

01785 854879

#### **E-Mail Address:**

[Nikola.Mihajlovic@staffordshire.gov.uk](mailto:Nikola.Mihajlovic@staffordshire.gov.uk)





**Joint Archives Reserves**

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<b>General Reserve</b>			
Balance brought forward 1 April 2021	269,436	96,295	365,731
<b>2021/2022 Transactions</b>			
Lockdown Memories Project	-1,125		-1,125
Additional Hours Funding	577		577
Staffordshire History Centre - match funding	-10,000		-10,000
Overspend to Reserve	-2,448		
Underspend to Reserve	30,160	28,044	58,204
Air Conditioning - approved in 2019/2020 (On hold)			
<b>Subtotal (balance as at 31 March 2022)</b>	<b>286,600</b>	<b>124,339</b>	<b>413,387</b>
<b>Future Transactions</b>			
Additional Hours Funding	-577		-577
Forecast Overspend to Reserve	-5,187		-5,187
Forecast Underspend to Reserve	2,138	10,901	13,039
Staffordshire History Centre - match funding	-241,000		-241,000
<b>Balance Available (as at 31 March 2023)</b>	<b>41,974</b>	<b>135,240</b>	<b>179,662</b>
<b>Acquisition Reserve</b>			
Balance brought forward 1 April 2021	57,542	0	57,542
<b>2021/2022 Transactions</b>			
			0
<b>Subtotal (balance as at 31 March 2021)</b>	<b>57,542</b>	<b>0</b>	<b>57,542</b>
<b>Future Transactions</b>			
			0
<b>Balance Available (as at 31 March 2023)</b>	<b>57,542</b>	<b>0</b>	<b>57,542</b>
<b>Art Fund Grant - Minton</b>			
Balance brought forward 1 April 2021	0	10,301	10,301
<b>2021/2022 Transactions</b>			
Art Fund Grant - Minton Archive			0
<b>Subtotal (balance as at 31 March 2022)</b>	<b>0</b>	<b>10,301</b>	<b>10,301</b>
<b>Future Transactions</b>			
<b>Balance Available (as at 31 March 2023)</b>	<b>0</b>	<b>10,301</b>	<b>10,301</b>
<b>Grand Total</b>			
<b>Balance at 31 March 2022</b>	<b>344,142</b>	<b>134,640</b>	<b>481,230</b>
<b>Forecast Balance at 31 March 2023</b>	<b>99,516</b>	<b>145,541</b>	<b>247,505</b>
Notes:			

**Joint Archives Service**
**Appendix 3**
**Predicted Outturn Position 2022-2023**

	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-2022	Predicted Outturn	Current Budget	Actual Expenditure @ Jun-2022	Predicted Outturn	Current Budget	Actual Expenditure @ Jun-2022	Predicted Outturn	Current Budget	Actual Expenditure @ Jun-2022	Predicted Outturn
	£	£	£	£	£	£	£	£	£	£	£	£
<b>Expenditure</b>												
Employees	328,240	31,294	325,602	287,450	24,389	290,994	148,100	19,049	138,000	763,790	74,732	754,596
Training	1,590	0	1,590	3,220	0	3,220	900	0	900	5,710	0	5,710
Transport	1,280	42	1,280	2,600	85	2,600	300	0	300	4,180	127	4,180
Supplies & Services	14,820	-23	14,520	30,080	-47	29,480	19,200	1,390	19,200	64,100	1,320	63,200
Transfer to Reserve	0	0	2,938	0	0	-5,764	0	0	10,101	0	0	7,275
<b>Total Expenditure</b>	<b>345,930</b>	<b>31,313</b>	<b>345,930</b>	<b>323,350</b>	<b>24,427</b>	<b>320,530</b>	<b>168,500</b>	<b>20,439</b>	<b>168,501</b>	<b>837,780</b>	<b>76,179</b>	<b>834,961</b>
<b>Income</b>												
Grants & Reimbursements	0	0	0	0	0	0	200	2	200	200	2	200
Sales	0	0	0	9,570	1,078	8,600	400	11	400	9,970	1,089	9,000
Fees & Charges	4,080	350	4,080	3,200	0	3,200	1,900	394	1,900	9,180	744	9,180
Miscellaneous	2,490	0	2,490	3,710	0	1,860	0	1	1	6,200	1	4,351
<b>Total Income</b>	<b>6,570</b>	<b>350</b>	<b>6,570</b>	<b>16,480</b>	<b>1,078</b>	<b>13,660</b>	<b>2,500</b>	<b>408</b>	<b>2,501</b>	<b>25,550</b>	<b>1,835</b>	<b>22,731</b>
<b>Net Expenditure</b>	<b>339,360</b>	<b>30,964</b>	<b>339,360</b>	<b>306,870</b>	<b>23,350</b>	<b>306,870</b>	<b>166,000</b>	<b>20,031</b>	<b>166,000</b>	<b>812,230</b>	<b>74,344</b>	<b>812,230</b>
										<b>Predicted Under/Overspend</b>	<b>0</b>	