

Local Member Interest
N/A

Staffordshire and Stoke on Trent Joint Archives Committee - 18th February 2016

Predicted Outturn 2015/16 and Proposed Review Budget 2016/17

Recommendation(s)

1. That this report informing the Committee on the predicted outturn for the Joint Archive Service for 2015/16 is received and noted.
2. That the 2016/17 net revenue budget be approved by the Joint Archive Committee.

Joint report of the Director of Finance & Resources (Staffordshire County Council) and the Chief Operating Officer – Resources Director (Stoke on Trent City Council)

Reasons for Recommendations

3. The Joint Archive Service budget for 2015/16 is predicted to be underspent by £5,990. The General Reserve has a balance of £22,659 (net of the approved £100,000 matched funding commitment towards the forthcoming HLF bid) and the Archive Acquisition Reserve currently has a balance of £57,542.

Background

Predicted Net Revenue Outturn 2015-16

4. The predicted outturn for the Joint Archives Service is set out in *Appendix 2*. It is expected that the service will spend £696,310 compared to its current approved budget of £702,300. This gives an overall underspend of £5,990 which will be transferred to the General Reserve at the end of the financial year.
5. Of this underspend further assessment indicates that by the year end, savings on staff, travel and equipment will be offset by an under-recovery of income resulting in a forecast overall underspend of £5,990.

Reserves

6. There are currently two Reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The balances on these two Reserves are set out in *Appendix 3*. The General Reserve currently has a balance of £22,659 (net of funding commitments) and the Archive Acquisition Reserve, which enables the Joint Archive Service to purchase collections for the benefit of archives users in both the City and the County, currently holds a balance of £57,542.
7. At the October 2015 Joint Archive Committee, approval was given to use a further £50,000 of the Archives General Reserve (initially £50,000 had been approved and previously ear marked) to increase the Joint Archives 'match funding' contribution to

£100,000 in total towards the current Heritage Lottery Fund (HLF) bid. At this stage, if the full £100,000 is utilised to support the forthcoming HLF bid then the balance on the Archives General Reserve will reduce to £22,659 subject to any year end revenue balance transfer (underspend or overspend) from the current Joint Archive Agreement budget.

Net Revenue Budget 2016-17

8. The detail of the 2016-17 net revenue budget can be found as *Appendix 4* to this report. The new year budget of £731,050 has been increased by 4.1% when compared to the net revenue budget plan for the current year.
9. Under the Joint Archives Agreement, the total cost of the service is currently apportioned between the two respective local authorities and was revised in mid 2014 to reflect the latest available population levels across the county. This has resulted in the percentage charge to the City Council of 22.59% and for the County Council's percentage share to be set at 77.41%. The proposed new year budget has been apportioned on this basis giving the City's share of budgeted cost at £165,150 and the County's share at £565,900 of the current net revenue budget. Both authorities currently have sufficient budgetary provision to meet these estimated costs.

Report author:

Author's Name: John Broad, Principal Accountant (Place)
Telephone No: (01785) 854861
Room Number: Staffordshire Place 2

List of Background Papers

Joint and other Archive Services 2015/16 file.

Appendix 1

Equalities implications:

No significant implications.

Legal implications:

The Joint Agreement budget is no longer subject to an annual small bodies audit from 2015/16 onwards.

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.