

EXECUTIVE REPORT

Joint Archives Committee Report - Projected budget outturn 2016-2017 and budget approval 2017-2018

Executive Member for Culture, Leisure and Sport

Kevin Parkes, Executive Director for Growth and Place

14th March 2017

PURPOSE OF THE REPORT

- 1. To update members on the projected outturn of the 2016-17 revenue budget for Teesside Archives and seek approval for the proposed budget for 2017-18

SUMMARY OF RECOMMENDATIONS

- 2. That members note the expenditure on the budget to February 2016 and the projected final outturn on the budget for 2016-17.
- 3. That members approve the proposed budget for 2017-18.

IF THIS IS A KEY DECISION WHICH KEY DECISION TEST APPLIES?

- 4. It is over the financial threshold (£150,000)
It has a significant impact on 2 or more wards
Non Key

DECISION IMPLEMENTATION DEADLINE

- 5. For the purposes of the scrutiny call in procedure this report is

Non-urgent
Urgent report

If urgent please give full reasons

BACKGROUND AND EXTERNAL CONSULTATION

6. Appendix 1 shows the revenue expenditure for Teesside Archives to the 31st December 2015, and the projected outturn to the 31st March 2017 as well as the projected budget for 2017-18. There an increase in the budget due to the 1% pay award and an increase in rates and cleaning costs. There has been no increase in the rent paid as part of the custodian agreement and no increase to the supplies and services budget. The service has exceeded the income target, in part thanks to a grant from The National Archives and has spent the money on storage as Exchange House is now almost.

IMPACT ASSESSMENT (IA)

N/A

OPTION APPRAISAL/RISK ASSESSMENT

7. The 2017-18 budget is required to provide the service at a level in line with the requirements to retain the appointment of Place of Deposit as delegated by The National Archives. The withdrawal of the appointment means that the service would not be able to hold deposited public records under Section (I) of the Public Records Act 1958.

FINANCIAL, LEGAL AND WARD IMPLICATIONS

8. There are no financial, legal or ward implications, other than the need to approve the 2017-18 budget.

RECOMMENDATIONS

9. That members note the expenditure on the 2016-17 budget.
10. That members approve the proposed budget for 2017-18.

REASONS

11. To enable the budget for 2017-18 to be set.

BACKGROUND PAPERS

No background papers were used in the preparation of this report.

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ARCHIVES

Cost Centre / GL Code	Description	Budget 2016-17		Budget 2017-18		Change 2017-18	Comments
		17	18	17	18		
Archives		£	£	£	£	£	
5110860	Admin & Prof Basic	122,400	122,700		300	1% Payrise	
5110868	Admin & Prof Ers NI	9,900	9,700		(200)		
5110869	Admin & Prof Ers Pens	17,400	18,900		1,500		
	Employees Total	149,700	151,300		1,600		
6124000	Rents	33,000	33,000		0		
6124100	Rates	19,700	21,700		2,000		
6124500	Cleaning	6,400	6,800		400	Based on 16-17	
	Premises Total	59,100	61,500		2,400		
6140020	Equipment Purchase	5,000	5,000		0		
6144700	Office Expenses - general	5,000	5,000		0		
6146000	Computer Costs	5,000	5,000		0		
6149330	Conservation	6,200	6,200		0		
	Supplies and Services Total	21,200	21,200		0		
	Gross Expenditure	230,000	234,000		4,000		
4192200	Income - Fees & Charges	(7,000)	(7,000)		0		
	Net Expenditure	223,000	227,000		4,000		

Other Local Authorities Contributions:

Redcar & Cleveland
 Hartlepool
 Stockton
 Middlesbrough
Total

	16-17 Population %	£ on budget	16-17 Quarterly Invoice amount	17-18 Population %	£ on budget	17-18 Quarterly Invoice amount	Total Increase 17-18
	24.08	53,698	13,425	24.07	54,640	13,660	942
	16.51	36,817	9,204	16.46	37,355	9,339	538
	34.61	77,180	19,295	34.65	78,669	19,667	1,489
	24.80	55,305	0	24.82	56,336	0	1,031
	100	223,000	41,924	100	227,000	42,866	4,000

* Please note that the final quarter invoice will include any end of year adjustments for the final outturn.

NOTES

- 1 Inflation factors used in preparing the 2017-18 budget are :
 Employees 1.0%
 Premises 0%
 Supplies & Services 0%
 Income 0%
- 2 The OLA population % is based on the mid year estimates for 2015
- 3 Rents have not increased for 17/18
- 4 The rates increase for Exchange House for 17/18 e-mail dated 23rd Feb 17
- 5 No inflation on Supplies & Services

	2014 Population estimates used 16-17		2015 Population estimates		2015 Population estimates (for 17-18)		% Budget Change	
	%	Budget	population	%	Budget	Change	Budget	
Redcar & Cleveland	24.08	53,698	135,300	24.07	54,640	-0.01	942	
Hartlepool	16.51	36,817	92,500	16.46	37,355	-0.05	538	
Stockton	34.61	77,180	194,800	34.66	78,669	0.05	1,489	
Middlesbrough	24.80	55,305	139,500	24.82	56,336	0.01	1,031	
Total	100	223,000	562,100	100	227,000	0	4,000	

Costc	Costc(T)	Account	Account(T)	Current Budget	Actuals 09/02/2017	Projections	Variance	Notes
12221	Archives	4190012	Miscellaneous Minor Grants	-	3,010	3,010	3,010	National Archives Burdan Funding
12221	Archives	4191100	Recharges to Other Local Authorities	167,800	125,772	167,800	-	
12221	Archives	4192100	Sales / Income	-	1,077	-	-	
12221	Archives	4192200	Fees & charges	7,000	6,083	7,000	-	
12221	Archives	4192300	Sponsorship & Donations	-	126	-	-	
12221	Archives	4195011	Cost Transfers to Grants	-	61	-	-	
12221	Archives	5120150	Local Gov. Services Pay	122,400	100,895	148,587	26,187	
12221	Archives	5120158	Local Gov. Services NI (ers)	9,900	8,532	-	9,900	
12221	Archives	5120159	Local Gov. Services PEN (ers)	17,400	14,610	-	17,400	
12221	Archives	5120801	Other Payroll Costs	-	329	-	-	
12221	Archives	6124000	Rents	33,000	-	33,000	-	Charges still to be posted
12221	Archives	6124100	Rates	19,700	19,383	19,383	317	
12221	Archives	6124500	Cleaning	6,400	72	6,832	432	
12221	Archives	6128200	Shared Service costs (Premises)	-	6,760	-	-	
12221	Archives	6132000	Public Transport - general	-	389	500	500	
12221	Archives	6140020	Equipment Purchase	5,000	4,896	5,000	-	
12221	Archives	6140100	Materials - general	-	572	572	572	
12221	Archives	6144700	Office Expenses	5,000	-	-	5,000	
12221	Archives	6144800	Printing	-	348	800	800	
12221	Archives	6144820	Stationery	-	12	12	12	
12221	Archives	6145000	Hired & Contracted Services	-	261	300	300	
12221	Archives	6145140	Professional, commission & membership fee	-	3,503	3,503	3,503	
12221	Archives	6146000	Computer Costs	5,000	1,670	2,000	3,000	Wan Charges
12221	Archives	6146100	Postages	-	72	100	100	
12221	Archives	6146200	Telephones Charges	-	724	1,500	1,500	
12221	Archives	6147600	Subscriptions	-	230	230	230	
12221	Archives	6149000	Other supplies & services	-	4	4	4	
12221	Archives	6149001	Delivery costs	-	106	106	106	
12221	Archives	6149330	Conservation costs	6,200	4,351	6,200	-	Will this all be spent?
12221	Archives	6149500	Bad Debt Write Off	-	37	37	37	
12221	Costc - Archives			55,200	30,891	50,856	4,344	

STAFF SALARIES

GRADE	SCP	OLD GRADE	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY	
			1/04/09	1/04/10	1/04/11	1/04/12	1/04/13	1/04/14	1/04/15	1/04/16	1/04/17	
			£	£	£	£	£	£	£	£	£	
A	4		12,145	12,145	12,145	12,145	12,145	12,266				
			12,312	12,312	12,312	12,312	12,312	12,435				
			12,489	12,489	12,489	12,489	12,489	12,614	13,614	14,514	15,014	between points 6-17 not just straight 1%
B	7	S1	12,787	12,787	12,787	12,787	12,787	12,915	13,715	14,615	15,115	
			13,189	13,189	13,189	13,189	13,189	13,321	13,871	14,771	15,271	
C	10		13,589	13,589	13,589	13,589	13,589	13,589	13,725	14,075	14,975	15,375
			13,874	13,874	13,874	13,874	13,874	14,013	14,338	15,238	15,813	
D	11	S2	14,733	14,733	14,733	14,733	14,733	14,860	15,207	15,507	15,807	
			15,039	15,039	15,039	15,039	15,039	15,189	15,523	15,823	16,123	
E	13		15,444	15,444	15,444	15,444	15,444	15,598	15,941	16,191	16,491	
			15,725	15,725	15,725	15,725	15,725	15,725	15,882	16,231	16,481	16,781
F	14	S3	16,054	16,054	16,054	16,054	16,054	16,215	16,572	16,772	17,072	
			16,440	16,440	16,440	16,440	16,440	16,604	16,969	17,169	17,419	
G	17		16,830	16,830	16,830	16,830	16,830	16,988	17,372	17,547	17,772	
			17,161	17,161	17,161	17,161	17,161	17,333	17,714	17,881	18,070	between 18-48 straight 1%
H	19	S4	17,802	17,802	17,802	17,802	17,802	17,960	18,376	18,560	18,746	
			18,453	18,453	18,453	18,453	18,453	18,638	19,048	19,238	19,430	
I	21		19,126	19,126	19,126	19,126	19,126	19,317	19,742	19,939	20,131	
			19,621	19,621	19,621	19,621	19,621	19,817	20,253	20,456	20,661	
J	23	S5	20,198	20,198	20,198	20,198	20,198	20,400	20,849	21,057	21,268	
			20,858	20,858	20,858	20,858	20,858	21,067	21,530	21,745	21,962	
K	25		21,519	21,519	21,519	21,519	21,519	21,734	22,212	22,434	22,658	
			22,221	22,221	22,221	22,221	22,221	22,443	22,937	23,166	23,398	
L	27	S6	22,958	22,958	22,958	22,958	22,958	23,188	23,698	23,935	24,174	
			23,708	23,708	23,708	23,708	23,708	23,945	24,472	24,717	24,964	
M	29		24,846	24,846	24,846	24,846	24,846	24,882	25,440	25,684	25,951	
			25,472	25,472	25,472	25,472	25,472	25,727	26,283	26,558	26,822	
N	31	SO1	26,276	26,276	26,276	26,276	26,276	26,539	27,123	27,384	27,668	
			27,052	27,052	27,052	27,052	27,052	27,323	27,924	28,203	28,485	
O	33	SO2	27,849	27,849	27,849	27,849	27,849	28,127	28,746	29,033	29,323	
			28,636	28,636	28,636	28,636	28,636	28,922	29,568	29,854	30,153	
P	35	POA	29,236	29,236	29,236	29,236	29,236	29,528	30,178	30,480	30,785	
			30,011	30,011	30,011	30,011	30,011	30,311	30,978	31,286	31,601	
Q	37		30,851	30,851	30,851	30,851	30,851	31,160	31,846	32,164	32,486	
			31,754	31,754	31,754	31,754	31,754	32,072	32,778	33,106	33,437	
R	39	POB	32,800	32,800	32,800	32,800	32,800	33,128	33,857	34,196	34,538	
			33,661	33,661	33,661	33,661	33,661	33,998	34,746	35,093	35,444	
S	41		34,549	34,549	34,549	34,549	34,549	34,884	35,662	36,019	36,379	
			35,430	35,430	35,430	35,430	35,430	35,784	36,571	36,937	37,306	
T	43	POC	36,313	36,313	36,313	36,313	36,313	36,676	37,483	37,658	38,237	
			37,206	37,206	37,206	37,206	37,206	37,578	38,405	38,789	39,177	
U	45		38,042	38,042	38,042	38,042	38,042	38,422	39,267	39,660	40,057	
			38,961	38,961	38,961	38,961	38,961	39,351	40,217	40,619	41,025	
V	47	POD	39,855	39,855	39,855	39,855	39,855	40,254	41,140	41,551	41,967	
			40,741	40,741	40,741	40,741	40,741	41,148	42,053	42,474	42,899	
W	49		41,616	41,616	41,616	41,616	41,616	42,032	42,957	43,387	43,821	
			42,615	42,615	42,615	42,615	42,615	43,041	43,988	44,428	44,872	Assumed after point 49 1% for now but no info. yet
X	51	POE	43,684	43,684	43,684	43,684	43,684	44,121	45,092	45,543	45,998	
			44,633	44,633	44,633	44,633	44,633	45,079	46,071	46,531	46,997	
Y	53		45,902	45,902	45,902	45,902	45,902	46,361	47,381	47,855	48,333	
			46,871	46,871	46,871	46,871	46,871	47,340	48,361	48,865	49,354	
Z	55	POF	47,740	47,740	47,740	47,740	47,740	48,217	49,278	49,771	50,288	
			48,611	48,611	48,611	48,611	48,611	49,087	50,177	50,679	51,186	
AA	57		49,483	49,483	49,483	49,483	49,483	49,978	51,078	51,588	52,104	
			50,362	50,362	50,362	50,362	50,362	50,868	51,965	52,505	53,030	
AB	59	POG	51,220	51,220	51,220	51,220	51,220	51,732	52,870	53,399	53,933	
			52,095	52,095	52,095	52,095	52,095	52,616	53,774	54,311	54,854	
AC	61		52,822	52,822	52,822	52,822	52,822	53,350	54,524	55,069	55,620	
			53,845	53,845	53,845	53,845	53,845	54,383	55,579	56,135	56,697	
AD	63		55,550	55,550	55,550	55,550	55,550	56,106	57,340	57,914	58,493	
			57,065	57,065	57,065	57,065	57,065	57,636	58,904	59,483	60,068	
AE	65		58,580	58,580	58,580	58,580	58,580	59,168	60,468	61,072	61,683	
			60,085	60,085	60,085	60,085	60,085	60,686	62,031	62,662	63,278	
AF	67		61,810	61,810	61,810	61,810	61,810	62,228	63,585	64,231	64,873	
			63,125	63,125	63,125	63,125	63,125	63,758	65,158	65,816	66,468	
Increase (%)			0.00	0.00	0.00	0.00	1.00	2.20	1.00			

Employer Class 1 NIC's

	2015/16			2016/17			2017/18		
	<u>Earnings</u>	<u>NIC Rate</u>	<u>Rebate</u>	<u>Earnings</u>	<u>NIC Rate</u>	<u>Rebate</u>	<u>Earnings</u>	<u>NIC Rate</u>	<u>Rebate</u>
Lower earnings limit	5,824	0%	-	5,824	0%	-	5,876	0%	-
Secondary threshold	8,112	0%	3.4%	8,112	0%	-	8,216	0%	-
Upper accrual point	40,040	10.4%	-	43,004	13.8%	-	45,032	13.8%	-
Upper earnings limit	42,380	13.8%	-	43,004	13.8%	-	45,032	13.8%	-
Above UEL		13.8%	-		13.8%	-		13.8%	-
Rebate between LEL and ST			77.792						0

Salary =	Enter salary here	42,899	Enter salary here
NIC =	0	4786	0

