

Agenda Item No 8 – Appendix C

SPECIFIED FUNCTIONS AND SERVICES

SERVICE AREA	NNC Adults Communities and Wellbeing- Housing and Communities WNC Place, Economy & Environment – Assets & Environment
FUNCTION / SERVICES	Northamptonshire Archaeological Resource Centre (ARC)
SERVICE TREATMENT	Lead
HOST / LEAD AUTHORITY	North Northamptonshire Council (“NNC”)
RECEIVING AUTHORITY	West Northamptonshire Council (“WNC”)

1 OVERVIEW

1.1 This Service Plan sets out the approved budget and key performance indicators (KPIs) in respect of the delegated Function(s) and Services detailed in the corresponding Schedule 2F4.

2 CRITICAL SERVICE FAILURES

2.1 Critical service failures in respect of the Delegated Functions in this Schedule 3F4 are;

2.1.1 Loss of, or serious deterioration in the condition of, the artefacts caused by any action or negligence within the control of the Provider Authority (including theft, accident, and damage to the storage facility). This applies whether or not 2.1.2 has applied.

2.1.2 The prolonged failure (more than two weeks in a year) to provide active long-term curation and storage in the correct environmental conditions, which occurs as a result of causative actions (including failures to act) taken by the Provider Authority

2.1.2 The prolonged failure (more than eight weeks in a year) to provide open public access to all the collections and facilities to researchers.

2.1.3 The prolonged failure (more than eight weeks in a year) to make archaeological artefacts available for short or long-term loans to museums and other heritage organisations, locally and nationally, for exhibitions and display, where it would be reasonable to make them available.

3 NOTICE PERIOD

3.1 The Notice period for termination of this Delegated Function is eighteen months. In the event of Termination, considerations will be needed in respect of separation of both Parties’ archive holdings. Assistance from Historic England’s Archaeological Archive team and Arts Council England (ACE) is likely to be required

4 REPORTING, MONITORING AND REGULATORY COMPLIANCE

4.1 National and Statutory reporting requirements

4.1.2 Once a part of the ACE Museum Accreditation scheme, the Lead Authority will comply with nationally agreed standards. Prior to this, it will comply with those standards as closely as practicable.

4.2 Locally agreed key performance indicators

KPI ref	KPI description	Target	Performance threshold levels	Reporting frequency	Overview / Supporting notes (May include references to baseline data)
ARC1	Standards associated with ACE Museum Accreditation Scheme, (applicable from the date of joining the Scheme)	ACE standards met	In accordance with ACE standards	Quarterly	ACE (Arts Council England) Museum Accreditation Scheme
ARC2	Provision of a report to WNC detailing the number of visits to the ARC split by: <ul style="list-style-type: none"> Academic visits Other visits 	Report produced and provided quarterly	Green = Report received Red = Report not received	Quarterly	This report will provide an overview of visitors to the ARC.
ARC3	Provision of a report to WNC on the number of new accessions	Report produced and provided quarterly	Green = Report received Red = Report not received	Quarterly	
ARC4	Provision of a report to WNC indicating the number of total archive boxes in the ARC	Report produced and	Green = Report received Red = Report not received	Quarterly	This quarterly report will provide an overview of the archive boxes at the ARC and will split the origins of archived artefacts.

KPI ref	KPI description	Target	Performance threshold levels	Reporting frequency	Overview / Supporting notes (May include references to baseline data)
	(identifying origins split by): a) Number of boxes Containing artefacts derived wholly or in the majority from sites in North Northamptonshire. b) Number of boxes containing artefacts derived wholly or in the majority from sites in West Northamptonshire. c) Number of boxes containing other artefacts outside Northamptonshire. d) Number of boxes of unknown origin.	provided quarterly			
ARC5	An annual survey to capture user net satisfaction with service (5-point scale)	TBD	Performance levels will be set after first survey is completed	Annually (February)	Initial survey to be conducted in February 2023 as benchmark. The satisfaction scale to be used will range from very satisfied to very dissatisfied.
ARC6	An annual survey to capture user perception of VfM of service (5-point scale)	TBD	Performance levels will be set after first survey is completed	Annually (February)	Initial survey to be conducted in February 2023 as benchmark. The satisfaction scale to be used will range from very satisfied to very dis-satisfied.

Schedule 3 – Financial Information

1. Recharging Principles

- 1.1. ARC generates income from a variety of sources including accession fees. These sources of income will be applied to the gross costs of operating ARC, on an annual basis prior to the calculation of each Council’s share of the net cost.
- 1.2. All net costs associated with running the service will be recovered during the financial year in line with the disaggregated budget as approved by each Council respectively.
- 1.3. In the event that ARC generates a net surplus in a year neither Council shall be charged, and the surplus shall be retained in the service to be applied to reduce future year net costs, until it is exhausted.
- 1.4. Initially a population-based split of 53% WNC: 47% NNC will be applied. By 2024/25 a review will be conducted to put the split of cost on the proportion of use each Council makes of the archives. Once a use-based split is in operation, it will be reviewed each year to ensure it remains current.
- 1.5. The lead authority shall invoice the receiving authority for the payments quarterly, each payment will be an equivalent proportion of the budget for quarters 1-3, as set out in table 1. Quarter 4 will be a balancing payment or refund to reflect actual expenditure incurred by the host authority, split by volumetric data following a reconciliation process as set out in the financial KPI’s.

Table 1 – Disaggregated Budgets to be recharged – 2021/22

Service area	Budget before disaggregation	WNC Disaggregated Budget 2021/22	NNC Recharged Budget from WNC 2021/22	Quarter 1 recharge April - June 2021	Quarter 2 recharge July - Sept 2021	Quarter 3 recharge Oct - Dec 2021	Quarter 4 recharge Jan - March 2022
ARC	115,199	61,055	(61,055)	15,264	15,264	15,264	£15,264 Plus or minus reconciling amounts based on actuals incurred throughout the year
TOTAL	115,199	61,055	(61,055)	15,264	15,264	15,264	To be agreed through Q4 reconciliation process

Summary - North Lead Budget	
North Northamptonshire Council ARC Gross Budget	£115,199
Income from West Northamptonshire Council	(61,055)
North Northamptonshire Council Net Budget	£54,144