

12.05.2021	The National Archives, Kew, Richmond, Surrey TW9 4DU	THE
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Chloe Challenger  
Clerk to the Digital, Culture, Media and Sport Committee  
House of Commons  
London  
SW1A 0AA

## MAIN ESTIMATE 2021-22: ESTIMATES MEMORANDUM

### Introduction

The National Archives Main Estimate for 2021-22 seeks the necessary resources and cash to support the functions and activities of The National Archives. These are continuing from previous years and no new functions have been added within this Estimate.

The purpose of this memorandum is to provide the Select Committee with an explanation of how the resources and cash sought in the Main Estimate will be applied to support 'Archives for Everyone', The National Archives' four-year strategic priorities, and to fulfil our Public Task.

### 'Archives for Everyone'

'Archives for Everyone' sets out The National Archives' strategic vision of becoming 'the 21st century national archive': inclusive, entrepreneurial and disruptive. The National Archives has agreed, with Ministers, seven strategic goals for the four-year period 2019-23 in support of this vision:

- Change the culture and approach of The National Archives so that in all we do we better reflect and represent the society we serve
- Curate unique national moments of public inspiration and participation, including through the launch of the 1921 Census – the UK's largest ever online release of historical records
- Create new, inclusive and exciting spaces, physical and virtual, in which people can encounter our collection afresh – partnering with The National Archives Trust to widen the public experience and understanding of archives and our history
- Lead the archives sector to fulfil the vision set out in Archives Unlocked, promoting our shared values of trust, enrichment and openness
- Generate from our collection and expertise the cutting-edge research opportunities and commercial offers that will realise value and open out more of our collection
- Secure the future of the Government record as an essential resource for public servants and the people – providing legal certainty through legislation.gov.uk and historical perspective through our collection
- Lead the world in re-imagining archival practice for the 21st century, pioneering new and ethical approaches to appraisal and selection, description, digital preservation and access.

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## Strategic response to COVID-19

The COVID-19 pandemic has brought about many changes to how The National Archives works and forced a rethink of how priorities will be delivered for the foreseeable future. In 2021-22 The National Archives will focus on the following five strategic intents to enable continued transformation in line with 'Archives for Everyone' and at the same time support the UK Government's response to the COVID-19 crisis.

- Capture the record and aid legal certainty
- Take the collection to new audiences
- Realise the value of archives through research, innovation and commercial exploitation
- Lead the archives sector to a secure and sustainable future
- Change the way we work

## Public Task

The National Archives' Public Task under the 'Re-use of Public Sector Information Regulations 2015' ('the Regulations') consists of the statutory obligations of The National Archives and the duties of its officials (including those duties delegated by the Secretary of State to the Keeper of Public Records):

- under the Public Records Act 1958 and associated legislation
- under the Historical Manuscripts Commission Royal Warrant
- under Letters Patent, appointing the Controller of Her Majesty's Stationery Office, Queen's Printer of Acts of Parliament and Government Printer of Northern Ireland
- under the Scotland Act 1998, appointing the Queen's Printer for Scotland
- as official publisher of all UK legislation
- as leader of the archives sector in England
- as a non-ministerial government department sponsored by the Department for Culture, Media and Sport.

This memorandum includes information on comparisons with the resources provided in earlier years in Estimates and departmental budgets. It may also refer to future financial plans.

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## Spending controls

The National Archives' spending is broken down into several different spending totals, for which Parliament's approval is sought.

The spending totals which Parliament votes on are:

- Resource Departmental Expenditure Limit ("Resource DEL") - a net limit comprising day-to-day running costs
- Capital Departmental Expenditure Limit ("Capital DEL"): - investment in capital equipment such as computer equipment, electrical improvements and software development

In addition, Parliament votes on a net cash requirement, designed to cover the elements of the above budgets which require The National Archives to pay out cash in year.

## Summary of the main spending control figures contained in the Estimate

### Comparison of net spending totals sought

The table below shows how the net spending totals sought for the National Archives compares with last year. All budgets for The National Archives are Voted.

Spending total	Difference (+/-) compared to final budget last year			Difference (+/-) compared to original budget last year	
	Amounts sought this year (Main Estimate 2021-22)	(Supplementary Estimate 2020-21)		(Main Estimate 2020-21)	
	£m	£m	%	£m	%
Resource DEL (excluding depreciation)	37.800	+6.615	+21.2	+4.330	+12.9
Capital DEL	4.600	+0.840	+22.3	+3.800	+475

### Key drivers of spending changes since last year

The net capital DEL per the Mains Estimate 2020-21 was £0.8m. To enable The National Archives to deliver a number of capital projects, Resource DEL was reallocated to Capital DEL in 2020-21 at supplementary estimate, increasing the total budget to £3.76m.

CDEL of £4.6m is included in the spend control in 2021-22 (including for securing and expanding digital archiving infrastructure).

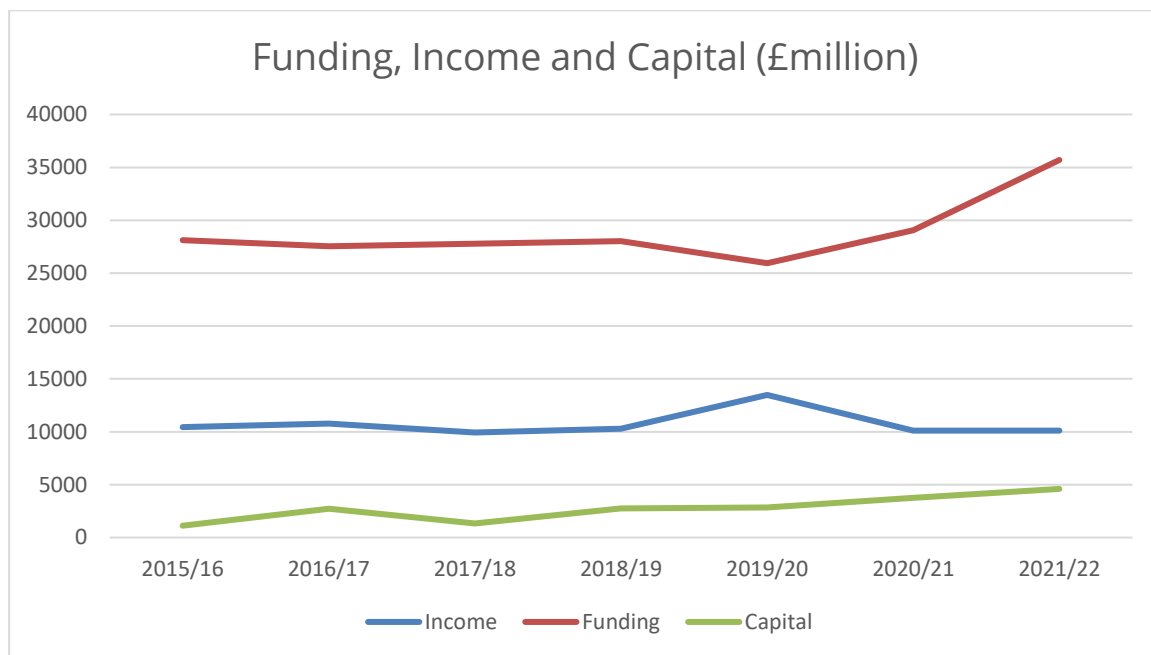
The base line RDEL settlement remains the same as the previous year, with additional funding for Honouring Military Service Personnel (£1.3m) and securing and expanding the digital archiving infrastructures (£3.1m).

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£2.1m is allocated for RDEL for aiding legal certainty before, during and after Brexit (2020-21: £2.14m).

### Spending and income trends

The chart below shows overall resource non ring-fenced actual DEL spending and income for the last five years to 2019-20, plans presented in Estimates for 2020-21, and our one-year settlement for 2021-22.



### Administration costs and efficiency plans

Administration costs have remained consistent with 2020-21.

### Funding: Spending Review and Budgets

Expenditure in excess of the 2021-22 Spending Review allocation is funded through income generated from commercial activities.

### Ring-fenced budgets

Within the totals, the following elements are ring-fenced i.e. savings in these budgets may not be used to fund pressures on other budgets.

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Ring-fenced budgets	Difference (+/-) compared to final budget last year			Difference (+/-) compared to original budget last year	
	Amount sought this year (Main Estimate 2021-22)	(Supplementary Estimate 2020-21)		(Main Estimate 2020-21)	
	£m	£m	%	£m	%
Depreciation	7.2	+0.2	+2.9	0.0	0.0
Brexit allocation	2.1	-0.03	-1.4	-0.03	-1.4

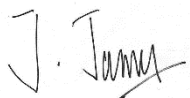
Since 2019-20 The National Archives has been allocated additional funding to aid legal certainty before, during, and after Brexit.

### Approval of Memorandum

This memorandum has been prepared with reference to guidance in the Estimates Manual provided by HM Treasury and that found on the House of Commons Scrutiny Unit website.

I enclose a copy of the Main Estimate. Please contact me if you have any questions on the information we have provided.

Yours sincerely



**Jeff James**

**Chief Executive and Keeper (Accounting Officer), The National Archives**

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# The National Archives

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## Introduction

1. This Estimate covers the administration of the public record system of the United Kingdom under the Public Records Acts of 1958 and 1967 and the promotion of the highest standards of care and public access for the archives of historical value outside the public records.
2. The Estimate also provides for the administrative costs of leading on UK information management and re-use policy, spreading best practise, setting standards and ensuring compliance across the public sector and managing Crown and Parliamentary copyright as well as delivering cost effective publishing services and advice across government.

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## Part I

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£

	Voted	Non-Voted	Total
<b>Departmental Expenditure Limit</b>			
Resource	45,000,000	-	45,000,000
Capital	4,600,000	-	4,600,000
<b>Annually Managed Expenditure</b>			
Resource	-	-	-
Capital	-	-	-
<b>Total Net Budget</b>			
Resource	45,000,000	-	45,000,000
Capital	4,600,000	-	4,600,000
<b>Non-Budget Expenditure</b>	-		
<b>Net cash requirement</b>	<b>42,445,000</b>		

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Amounts required in the year ending 31 March 2022 for expenditure by The National Archives on:

### Departmental Expenditure Limit:

#### Expenditure arising from:

Ensuring the UK public record - past and future - remains authentic, available and accessible to all including; providing leadership and support to the archive sector across England and Wales; leading on policy and best practice in knowledge and information management for the public sector; setting standards and driving forward the public sector information re-use agenda; official publishing services for the whole of government including publishing all UK legislation and making it accessible online; managing Crown and Parliamentary copyright; administration of The National Archives and other non-cash items.

#### Income arising from:

Sale of copies of documents; sale of publications and other items and services; professional fees; fees receivable from service providers; sale of non-current assets; grants received to carry out specific projects; reproduction fees and royalties for the publication of images; Crown copyright fees and royalties; fees for the management of third parties' copyright; fees for the management of the Office of the Queen's Printer for Scotland; income from contractual arrangements for official publishing and partnerships to make historical records electronically accessible; and sales and recovery of costs for goods/services provided to other government departments; public bodies and the general public.

**The National Archives** will account for this Estimate.

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	<b>Voted Total</b>	<b>Allocated in Vote on Account</b>	<b>Balance to complete or surrender</b>
<b>Departmental Expenditure Limit</b>			
Resource	45,000,000	18,302,000	<b>26,698,000</b>
Capital	4,600,000	360,000	<b>4,240,000</b>
<b>Annually Managed Expenditure</b>			
Resource	-	-	-
Capital	-	-	-
<b>Non-Budget Expenditure</b>	-	-	-
<b>Net cash requirement</b>	<b>42,445,000</b>	<b>15,872,000</b>	<b>26,573,000</b>

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## Part II: Resource to cash reconciliation

£'000

	2021-22 Plans	2020-21 Provisions	2019-20 Outturn
<b>Net Resource Requirement</b>	<b>45,000</b>	<b>38,392</b>	<b>35,877</b>
<b>Net Capital Requirement</b>	<b>4,600</b>	<b>3,760</b>	<b>2,799</b>
<b>Accruals to cash adjustments</b>	<b>-7,155</b>	<b>-6,252</b>	<b>-6,238</b>
<i>Of which:</i>			
<i>Adjustment for ALBs:</i>			
Remove voted resource and capital	-	-	-
Add cash grant-in-aid	-	-	-
<i>Adjustments to remove non-cash items:</i>			
Depreciation	-7,200	-7,207	-6,175
New provisions and adjustments to previous provisions	-	-	-1
Departmental Unallocated Provision	-	-	-
Supported capital expenditure (revenue)	-	-	-
Prior Period Adjustments	-	-	-
Other non-cash items	-	-	-75
<i>Adjustments to reflect movements in working balances:</i>			
Increase (+) / Decrease (-) in stock	-	-	-
Increase (+) / Decrease (-) in debtors	-	-	-
Increase (-) / Decrease (+) in creditors	45	955	-
Use of provisions	-	-	13
<b>Removal of non-voted budget items</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Of which:</i>			
Consolidated Fund Standing Services	-	-	-
Other adjustments	-	-	-
<b>Net Cash Requirement</b>	<b>42,445</b>	<b>35,900</b>	<b>32,438</b>

## Part III: Note A - Statement of Comprehensive Net Expenditure & Reconciliation Table

£'000

	2021-22 Plans	2020-21 Provisions	2019-20 Outturn
Gross Administration Costs	10,540	10,500	9,472
<i>Less:</i>			
Administration DEL Income	-	-	-91
<b>Net Administration Costs</b>	<b>10,540</b>	<b>10,500</b>	<b>9,381</b>
Gross Programme Costs	44,560	37,992	39,887
<i>Less:</i>			
Programme DEL Income	-10,100	-10,100	-13,391
Programme AME Income	-	-	-
Non-budget income	-	-	-
<b>Net Programme Costs</b>	<b>34,460</b>	<b>27,892</b>	<b>26,496</b>
<b>Total Net Operating Costs</b>	<b>45,000</b>	<b>38,392</b>	<b>35,877</b>
<i>Of which:</i>			
Resource DEL	45,000	38,385	35,876
Capital DEL	-	-	-
Resource AME	-	7	1
Capital AME	-	-	-
Non-budget	-	-	-
<i>Adjustments to include:</i>			
Departmental Unallocated Provision (resource)	-	-	-
Consolidated Fund Extra Receipts in the budget but not in the SoCNE	-	-	-
<i>Adjustments to remove:</i>			
Capital in the SoCNE	-	-	-
Grants to devolved administrations	-	-	-
Non-Budget Consolidated Fund Extra Receipts in the SoCNE	-	-	-
Other adjustments	-	-	-
<b>Total Resource Budget</b>	<b>45,000</b>	<b>38,392</b>	<b>35,877</b>
<i>Of which:</i>			
Resource DEL	45,000	38,385	35,889
Resource AME	-	7	-12
<i>Adjustments to include:</i>			
Grants to devolved administrations	-	-	-
Prior period adjustments	-	-	-
<i>Adjustments to remove:</i>			
Consolidated Fund Extra Receipts in the resource budget	-	-	-
Other adjustments	-	-	-
<b>Total Resource (Estimate)</b>	<b>45,000</b>	<b>38,392</b>	<b>35,877</b>

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## Part III: Note B - Analysis of Departmental Income

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£'000

	2021-22 Plans	2020-21 Provision	2019-20 Outturn
<b>Voted Resource DEL</b>	<b>-10,100</b>	<b>-10,100</b>	<b>-13,482</b>
<i>Of which:</i>			
Administration			
Sales of Goods and Services	-	-	-31
<i>Of which:</i>			
A The National Archives (DEL)	-	-	-31
Other Income	-	-	-60
<i>Of which:</i>			
A The National Archives (DEL)	-	-	-60
Total Administration	-	-	-91
Programme			
Sales of Goods and Services	-10,100	-10,100	-6,964
<i>Of which:</i>			
A The National Archives (DEL)	-10,100	-10,100	-6,964
Other Grants	-	-	-537
<i>Of which:</i>			
A The National Archives (DEL)	-	-	-537
Other Income	-	-	-50
<i>Of which:</i>			
A The National Archives (DEL)	-	-	-50
Taxation	-	-	-5,840
<i>Of which:</i>			
A The National Archives (DEL)	-	-	-5,840
Total Programme	-10,100	-10,100	-13,391
<b>Total Voted Resource Income</b>	<b>-10,100</b>	<b>-10,100</b>	<b>-13,482</b>

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## **Part III: Note C - Analysis of Consolidated Fund Extra Receipts**

No CFER income or receipts are expected in 2021-22 or 2020-21. No CFER income or receipts were received in 2019-20.

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## Part III: Note D - Explanation of Accounting Officer responsibilities

The Accounting Officer prepares resource accounts for each financial year.

The following individuals are responsible for the expenditure within this Estimate:

**Accounting Officer:** Jeff James

Jeff James has personal responsibility for the proper presentation of the department's resource accounts and their transmission to the Comptroller & Auditor General, and is also responsible for the use of public money and stewardship of assets.

In discharging these responsibilities, particular regard is given to:

- observing any accounting and disclosure requirements (including any Accounts Direction) and applying suitable accounting policies on a consistent basis;
- making judgements and estimates on a reasonable basis;
- stating whether applicable accounting standards, as set out in the Financial Reporting Manual (FRM), or an organisation's version of it, have been followed, and explain any material departures in the accounts; and
- preparing the accounts on a going concern basis.

The responsibilities of an Accounting Officer, including responsibility for regularity and propriety of the public finances for which an Accounting Officer is answerable, for keeping proper records and safeguarding assets, are also set out in Chapter 3 of Managing Public Money.