

Norfolk Records Committee

Minutes of the Meeting held on 30 October 2015

Present:

Norfolk County Council

Michael Chenery of Horsbrugh
Mr P Smyth

Norwich City Council

Ms D Carlo
Ms V Thomas

Broadland District Council

Mr D Buck

South Norfolk District Council

Dr C J Kemp

Breckland Council

Mr P Duigan

Non-Voting Members

Co-Opted Member

Mr M Begley
Prof C Rawcliffe
Prof R Wilson

Representative of the Norfolk Record Society

Dr G A Metters

Representative of the Bishop of Norwich

Rev'd C Read

Observer

Dr V Morgan

1. Apologies for Absence

- 1.1 Apologies for absence were received from Mrs A Claussen-Reynolds, Ms C Herries, Mrs E Nockolds, Prof. R Wilson, Mr R Jewson, and Mrs M Wilkinson.

2. Minutes

- 2.1 The minutes of the meeting held on 19 June 2015 were confirmed as an accurate record of the meeting and signed by the Chairman.

3. Urgent Business

- 3.1 There was no urgent business.

4. Members to declare any interests

- 4.1 There was no interests declared.

5. Finance and Risk Report

- 5.1 The Committee received the report from the Executive Director of Communities and Environmental services which covered the forecast position and risk management for the Norfolk Records Committee as at 30th September 2015.

- 5.2 The Committee, having considered the report, **RESOLVED** to;
- Note the performance with the revenue budget and reserves and provisions for 2015/16.
 - Endorse the assessment of the management of risk for 2015/16.
 - Note the proposed budget savings for 2015/16 and beyond.

6. Performance Report 1 October 2014 – 31 March 2015

- 6.1 The Committee received the report from the Executive Director of Communities and Environmental Services which provided information on the activities of the Norfolk Record Office (NRO) and its performance against its service plan during the period between 1 April and 30 September 2015.
- 6.2 It was hoped that following an evaluation of the benefits of the Change Minds project, more projects could be carried out alongside Adult Social Services and the Health and Wellbeing Board.
- 6.3 The works to accommodate the registrars would be predominantly funded by The Registration Service. . A feasibility study would be taking place next month by NPS with a proposed start date to the building works of February / March 2016. The Committee heard that the Green Room would remain in the same position and would continue to generate income from meetings. All staff, users and the Heritage Lottery Fund would be consulted on the proposed changes. The Committee expressed a desire that the name 'Hayman' should continue to be used in the building.
- 6.4 The Committee, having considered the report, **RESOLVED** to;
- Note the performance against the 2015/16 service plan.
 - Agree to the scale of charges for the digital image service.

7. Re-Imagining Norfolk at the Norfolk Record Office

- 7.1 The Committee received the report from the Executive Director of Communities and Environmental Services which provided members with information on the Re-Imagining Norfolk proposals and its implications for the Norfolk Record Office.
- 7.2 All Chief Officers had been asked to show how their service would look with a 25% budget reduction. Policy and Resources reviewed this and had agreed a set of proposals for consultation.
- 7.3 As the proposals for the Norfolk Record Office could mean reduction of staff, the Committee was concerned that once individuals were removed, expertise would be removed too. It was important to express the service user view in the consultation feedback that as a percentage any cuts would have a more commensurate effect on those areas which are smaller.
- 7.4 Some savings would be easier to implement than others such as the ceasing of purchasing new items unless they were funded externally.
- 7.5 The Committee strongly expressed that compulsory redundancy should be avoided at all costs if savings on staff costs were to be made. It was clarified that any staff reductions would be a last resort.

7.6 The grant received for building the Archive Centre from the Heritage Lottery Fund was £4.6 million. The Heritage Lottery Fund needed to be consulted on the proposed changing of opening times, as the initial grant was dependant on conditions such as public access.

- 7.3 The Committee **RESOLVED** to;
- Note the contents of the report and the changes in the service the Norfolk Record Office would provide.
 - Comment on the areas in which savings are proposed.

8. Establishment of a fundraising body to support the Norfolk Record Office

8.1 The Committee received the report from the Executive Director of Communities and Environmental Services which outlined the procedure for the proposed establishment of a Foundation Charitable Incorporated Organisation.

8.2 Although it was too early in the process to present the strategy to the Committee, this would be reported in due course.

- 8.3 The Committee **RESOLVED** to;
- Approve the establishment of a Foundation Charitable Incorporated Organisation as outlined in the report.

9. Future Meetings

The dates of future meetings were noted.

Date	Time	Venue
Thursday 7 January 2016	10:30am	Green Room, Archive Centre, NRO
Friday 22 April 2016	10:30am	Green Room, Archive Centre, NRO
Friday 1 July 2016	10:30am	King's Lynn
Friday 28 October 2016	10:30am	Green Room, Archive Centre, NRO

The meeting concluded at 11.50am.

Dr C. J. Kemp, Chairman of the Committee



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