

NORFOLK RECORDS COMMITTEE

Date: Friday, 14 April 2023

Time: 10:30am

Venue: Council Chamber, County Hall, Martineau Lane,
Norwich NR1 2DH

Membership

Cllr Michael Chenery of Horsbrugh (Chairman)		Norfolk County Council
Cllr Robert Kybird (Vice-Chairman)		Breckland District Council
Cllr Vivien Thomas		Norwich City Council
Cllr Barry Duffin	<i>Substitute: Cllr Libby Glover</i>	South Norfolk District Council
Cllr Phillip Duigan		Norfolk County Council
Cllr Virginia Gay	<i>Substitute; Cllr Saul Penfold</i>	North Norfolk District Council
Cllr Elizabeth Nockolds		King's Lynn & West Norfolk Borough Council
Cllr Grant Nurden	<i>Substitute: David King</i>	Broadland District Council
Cllr Alison Birmingham		Norfolk County Council
Cllr Julie Brociek-Coulton		Norwich City Council
Cllr Michael Jeal		Great Yarmouth Borough Council
Cllr Ben Price	<i>Substitute: Cllr Marion Maxwell</i>	Norwich City Council

Non-Voting Members

Vacancy	Co-opted Member
Lady Dannatt	<i>Custos Rotulorum</i>
Dr G. Alan Metters	Representative of the Norfolk Record Society
Dr Victor Morgan	Observer
Prof. Carole Rawcliffe	Co-Opted Member
Revd. Charles Read	Representative of the Bishop of Norwich
Mr Alan Steynor	Co-opted Member

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Tim Shaw on 01603 222948
or email committees@norfolk.gov.uk

Advice for members of the public:

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It will be live streamed on YouTube and members of the public may watch remotely by clicking on the following link: [Norfolk County Council YouTube](#)

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A g e n d a

- 1. To receive apologies and details of any substitute members attending**

- 2 Minutes**

Page 4

To confirm the minutes of the meeting of the Norfolk Records Committee held on 3 February 2023

- 3 Members to Declare any Interests**

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an Other Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare an interest but can speak and vote on the matter.

District Council representatives will be bound by their own District Council Code of Conduct.

4	Finance and Risk Report by the Director of Culture and Heritage	Page 8
5	Performance Report Report by the Director of Culture and Heritage	Page 15
6	Storage Project Options Appraisal Report by the Director of Culture and Heritage	Page 25
7	Future Meetings:	
	28 July 2023 10.30 am	
	27 October 2023 10.30 am	
	2 February 2024 10.30 am	
	19 April 2024 10.30 am	

Tom McCabe
Head of Paid Service
County Hall
Martineau Lane
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NR1 2DH

Date Agenda Published: 4 April 2023.



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Norfolk Records Committee

Minutes of the Meeting held on 3 February 2023 at 10.30 am at County Hall Norwich

Present:

Norfolk County Council

Cllr Michael Chenery of Horsbrugh (Chair)

Cllr A Birmingham

Cllr P Duigan

Borough Council of King's Lynn and West Norfolk

Cllr E Nockolds

Norwich City Council

Cllr B Price

North Norfolk District Council

Cllr V Gay

Broadland District Council

Cllr G Nurden

Breckland District Council

Cllr R Kybird (Vice-Chair)

Non-Voting Members

Representative of the Bishop of Norwich

Rev'd C Read

Representative of the Norfolk Record Society

Dr G A Metters

1 To receive apologies and details of any substitute members attending

- 1.1** Apologies for absence were received from Cllr Julie Brociek-Coulton, Cllr Duffin, Cllr V Thomas, Cllr V Thomas, Lady Dannatt, Cllr M Jeal, Dr V Morgan, Prof. C Rawcliffe and Mr A Steynor.

2 Minutes

- 2.1** The minutes of the meeting held on 28 October 2023 were confirmed as an accurate record of the meeting and signed by the Chair.

3 Declarations of Interest

- 3.1** The Chair declared an "other interest" as a trustee of NORAH (Norfolk Archives and Heritage Development Foundation).

4 Finance and Risk

- 4.1** The Committee received a report that covered the Norwich Record Office revenue budget for 2023/24, capital programme and reserves and provisions and provided an update on the service risk register.

- 4.2** The following points were discussed and noted:

- The Record Office was currently forecast to achieve a balanced budget position.
- The Record Office had been asked to provide savings of £27,000 in the coming financial year which could be achieved from staff savings (through

management of staff vacancies during the current financial year) and a reduction in searchroom opening hours.

- The County Archivist reported regularly to the Records Committee and the Director of Culture and Heritage on the risks that were included in the Risk Register.
- The Risk Register contained six key risks which were subject to only minor change since the previous report to the Committee in October 2022.
- Some of the amber risks were very long-term; aimed at ensuring documents survived and remained accessible for hundreds of years.
- In reply to questions, it was pointed out that utility costs were centralised and, as such, did not appear on the NRO risk register.
- Reserves and provisions were as set out in paragraph 1.3 of the report.
- Data in the Record Office catalogue could be found on google searches and related to more than one million records. Advice on how to make best use of the catalogue could be found on You Tube, and through the training provided by the education outreach team.
- In reply to questions, the County Archivist said that Record Office staff were providing advice and assistance about a local community archive following a fire in the village hall at Little Walsingham.
- One of the six long term strategic aims of the NRO was to support Norfolk's archive ecology. There were known to be more than 100 community archives in the county. A tool kit to assist local community organisations with all aspects of its work could be found on the NRO website.
- It was pointed out that NORAH (Norfolk Archives and Heritage Development Foundation) gave small grants to community-based organisations.

4.3 The Committee **CONSIDERED and **COMMENTED** on:**

1. Forecast position of the revenue budget, reserves, and provisions.

2. Management of risk for 2022/23.

5 Public Access to the Norfolk Record Office

5.1 The Committee received a report that contained information on on-site and remote use of the Norfolk Record Office along with the results of the public consultation on reducing NRO opening hours, a report on which was presented to the previous meeting of the Committee.

5.2 The following points were discussed and noted:

- The County Archivist explained how Norfolk County Council had conducted an annual budget consultation for financial year 2023-24 which contained the proposal to reduce opening hours at the Norfolk Record Office. The full results of this consultation were included as an appendix to the report.
- At the October 2022 meeting, the Committee had asked for details on the level of public use of the Norfolk Record Office. This information was set out at paragraph 3 of the report and was fully explained to Members.
- The Committee's attention was drawn to the number of NRO volunteers which related to the capacity of NRO staff to supervise this work.
- In reply to questions, it was pointed out that there was no single legal instrument which set out public rights of access to documents held by the Record Office; the most significant pieces of legislation were the Public Records Act and the Freedom of Information Act.

- The Record Office received approximately £30,000 a year from digital licencing; there remained few additional opportunities for substantially increasing this source of income.
- Members discussed the close working relationship that the Norfolk Record Office had with the Library Service and how the two services complemented each other.
- Members spoke about the high level of respect that Record Office users had for NRO staff and the reputational damage that could be caused by a reduction in NRO opening hours.
- Members also expressed concerns about how the continuing constraints on local government finances threatened attempts to make the Norfolk Record Office's unique and important collections and services accessible to the public.

5.2 The Committee CONSIDERED and COMMENTED on the contents of the report and then, on being put the vote, RESOLVED unanimously:

- 1. That the normal ethos of the County Council was to protect front line services. The NRO had very little scope for budget savings other than through staff reductions and restricted opening hours.**
- 2. The Committee request a “reset” to the baseline budget for this statutory service, in order to maintain an effective service.**
- 3. To reluctantly agree to the reduction in opening hours.**

6 Norfolk Record Office Collection Care Policy

6.1 The Committee received a report that considered the contents of the Collection Care Policy and sought approve for its adoption by the Norfolk Record Office.

6.2 The following points were discussed and noted:

- Minimising the risk of immediate loss, reducing risk to documents when they were in use, conserving damaged documents and storing documents in conditions suitable for their preservation were issues that the NRO took very seriously.
- The Committee was informed that there were many different types of Record Office documents, although most of the collection was on paper and on parchment.
- Parchment made up some 17% of the collection. The conditions required for its storage were stricter than those for paper and formed the basic standard by which all documents were kept.
- The Committee discussed pest control and the security measures that were in place for when people visited the Record Office.
- The Committee also heard about the continuing attempts to encourage more church records to be deposited at the Record Office where they would be stored in conditions more suitable for their preservation.

6.3 The Committee CONSIDERED and COMMENTED on the contents of the Collection Care Policy and APPROVED its adoption by the Norfolk Record Office.

7 Future Meetings

7.1 The dates of future meetings were noted:

14 April 2023	10.30 am
28 July 2023	10.30 am
27 October 2023	10.30 am
2 February 2024	10.30 am
19 April 2024	10.30 am

The meeting concluded at 12.10 pm

Cllr Michael Chenery of Horsbrugh, Chair of the Committee



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Norfolk Records Committee

Item No: 4

Decision making report title:	Finance and Risk
Date of meeting:	14 April 2023
Responsible Cabinet Member:	Councillor Margaret Dewsbury (Cabinet Member for Communities and Partnerships)
Responsible Director:	Steve Miller (Director of Culture and Heritage)
Is this a key decision?	No

Executive Summary

This report covers the NRO revenue budget for 2022/23, capital programme and reserves and provisions. Section 2 provides the Committee with an update on the service risk register.

The main issues for consideration by this Committee are:

- Progress with NRO Revenue budgets and Reserves and Provisions indicates that the service is forecasting a balanced position.
- Progress with risk management for NRO.

Recommendations:

The Norfolk Records Committee is asked to consider and comment on:

- 1. Forecast position of the revenue budget, reserves and provisions**
- 2. Management of risk for 2022/23**

1. Revenue Budget

1.1 The budget for 2022/23 is £659,450 and is summarised in the table below.

Service	Current budget £	2022/23 forecast Outturn £	Forecast +Over/- Underspend £
Salary	845,910	845,910	0
Premises	4,160	4,160	0
Travel	2,240	2,240	0
Supplies & Services	48,140	48,140	0
Support Services	1,450	1,450	0
Capital	300,880	300,880	0
Income			
Grant Income	(104,630)	(104,630)	0
Sales fees and Charges	(246,970)	(246,970)	0
Other Income	(191,730)	(191,730)	0
Total	659,450	659,450	0

1.2 We are currently forecasting a nil over / under-spend on the 2022/23 revenue budget.

1.3 Reserves and Provisions

1.3.1 The table summarising the position appears below.

Reserves and Provisions	Balances at 01Apr 22	Forecast Balance at 31 Mar 23	Planned Change
	£	£	£
Norfolk Record Office			
Residual Insurance and Lottery Bids	80,886	33,737	47,149
Unspent Grants & Contributions Reserve	45,774	45,774	0
Service Total	126,660	79,511	47,149

1.4 2023-2024 Budget

1.4.1 The Norfolk Record has been asked to provide savings of £27,000 in the coming financial year. These have been identified as coming from staff savings which have been achieved through management of staff vacancies during the current financial year and a reduction in searchroom opening hours.

2. Risk Management

- 2.1. The Service continues to manage the risks to its objectives both internal and external. The Risk Register is reviewed and updated on a quarterly basis and was last reported to this Committee at the previous meeting. A summary of the Risk Register based on the most recent reviews appears at Appendix A. All risks are being well managed.
- 2.2. The Register contains six key risks: one has a red current risk rating of read four amber and one green. The latter (RM14167) relates to emergency planning and is kept on the risk register to highlight its importance.
- 2.3. The red rated risk (RM13959) relates to a loss or reduction of funding, including that from income generation which accounts for around 30% of the service's funding. Measures have been introduced ensure that this income generation is maintained and, where possible, increased. This leaves a residual risk for the year rated as amber.
- 2.4. The remaining risks are rated as amber.

3. Issues, risks and innovation

- 3.1. Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

4. Background

- 4.1. There are no other documents to refer to.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Thomas Galer, Finance **Tel No. :** 01603 306305
Business Partner

Email address : Thomas.galer@norfolk.gov.uk

Officer name : Gary Tuson, County Archivist **Tel No. :** 01603 222003

Email address : gary.tuson@norfolk.gov.uk



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Appendix

Risk Number	RM13959	Date of update		17 March 2023						
Risk Name	Loss of or reduction in funding means that there are insufficient staff to operate public remote services.									
Portfolio lead	Cllr. Margaret Dewsbury		Risk Owner	Gary Tuson						
Risk Description		Date entered on risk register		31 March 2009						
Loss of or reduction in levels of external funding could lead to a reduced capacity to deliver the service and generate income, meet legal targets for provision of services, and infringe National Lottery Heritage Fund conditions of grant.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
5	5	25	5	4	20	4	3	12	Mar-23	Amber
Tasks to mitigate the risk										
Metadata on wills and marriage licences to be shared with family history websites with link to online ordering.										
Link to be added to catalogue template.										
Progress update										
Metadata live on one family history website in Nov 2022. Another to go live in autumn 2023										
Links added to NRO catalogue pages										

Risk Number	RM13963				Date of update			17 March 2023		
Risk Name	Inability to continue collecting archives									
Portfolio lead	Cllr. Margaret Dewsbury					Risk Owner		Gary Tuson		
Risk Description					Date entered on risk register			27 February 2014		
The NRO was designed to accommodate 15 years of expansions space starting from 2003. There has also been an increased level of accessions. Actions have been taken to make storage more efficient but this is not a long term solution. There is also the risk that actions to rationalise storage elsewhere in the council will lead to an increased rate of deposit in the NRO.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
2	3	6	4	3	12	3	4	12	Mar-27	Amber
Tasks to mitigate the risk										
Options appraisal to determine best way of meeting long-term storage needs. Assessment of collections continuing to identify materials which do not meet collection policy.										
Progress update										
Collections survey and data analysis complete Options appraisal being presented to Records Committee on 14 April 2023.										

Risk Number	RM14165		Date of update		17 March 2023					
Risk Name	Failure to collect, preserve and make accessible new formats of archive									
Portfolio lead	Cllr. Margaret Dewsbury			Risk Owner	Gary Tuson					
Risk Description			Date entered on risk register		27 February 2014					
Increasingly records are born digital and must be preserved in a digital format. The NRO is not in a position to fully manage digital records in line with the OAIS model and emerging national and international standards.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	5	20	3	5	15	2	5	10	Mar-23	Amber
Tasks to mitigate the risk										
Procedures and tools in place to enable digital deposits to be ingested and managed										
Progress update										
Staff training continuing.										

Risk Number	RM14167					Date of update		17 March 2023		
Risk Name	Collection at risk through unexpected events									
Portfolio lead	Cllr. Margaret Dewsbury					Risk Owner		Gary Tuson		
Risk Description					Date entered on risk register		27 February 2014			
Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
1	5	5	1	5	5	1	5	5	Mar-23	Green
Tasks to mitigate the risk										
Disaster / emergency plan training to be rolled out										
Progress update										
New starters at Record Office trained in Emergency Plan procedures. Staff refresher course planned. This risk needs to be constantly managed.										

Risk Number	RM14345				Date of update			17 March 2023		
Risk Name	Discoverability of catalogue records does not always meet user needs									
Portfolio lead	Cllr. Margaret Dewsbury				Risk Owner		Gary Tuson			
Risk Description					Date entered on risk register			21 September 2022		
Catalogue data is created in line with archive standards but many users require lower level data (names, places, subjects etc.)										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	3	12	4	3	12	3	3	9	Mar-23	Amber
Tasks to mitigate the risk										
Volunteer projects generating metadata Collaborative PhD Working with community archives Work with UEA										
Progress update										
Progress ongoing in all mitigation areas.										

Risk Number	RM14346				Date of update			17 March 2023		
Risk Name	Extent of catalogue as barrier to discovery									
Portfolio lead	Cllr. Margaret Dewsbury					Risk Owner		Gary Tuson		
Risk Description					Date entered on risk register			21 September 2022		
As more data is added to the catalogue there is a risk that users will not have the skills required to sort and search data										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	3	12	4	3	12	3	3	9	Mar-23	Amber
Tasks to mitigate the risk										
Training and instruction provided in the forms of training videos available online and in-person training sessions; tips shared on social media; generation of authority records (names, places etc.) to enable alternative points of access										
Progress update										
Progress ongoing in all mitigation areas. Free training event in May 2023										

Norfolk Records Committee

Item No: 5

Report Title: Performance Report

Date of Meeting: 14 April 2023

Responsible Cabinet Member: Cllr Margaret Dewsbury (Cabinet Member for Communities & Partnerships)

Responsible Director: Steve Miller, Director of Culture & Heritage

Is this a Key Decision? No

Executive Summary / Introduction from Cabinet Member

Recommendations:

That the Committee:

- 1. Note the contents of the report**
- 2. Comment accordingly**

1. Background and Purpose

1.1 This report outlines delivery of Norfolk Record Office (NRO) services and improvements made between 1 October 2022 and 10 March 2023.

2. Evidence and Reasons for Decision

AIM: Enable New Audiences to Benefit from the Use of Archives

The latest programme of events has included:

- 2.1. Staff have started working with men from HMP Norwich on the Norfolk iteration of the *Change Minds* project. So far 10 sessions have taken place in the prison, involving 18 men in total. As a participant led project, it has evolved from researching people in the Norfolk County Asylum to people in the Prison around 100 years ago.
- 2.2. Staff have provided training to volunteers on several projects. These include 4 training sessions for volunteers on the Mile Cross 100 project, celebrating the 100th anniversary of Britain's oldest purpose-built social

housing estate. Staff have also provided oral history training and digitization training to volunteers working on Festival Forever, celebrating the 250th anniversary of the Norfolk and Norwich Festival. In February, staff provided training to the Ramblers, for its volunteers who are working to register the rights of way in Norfolk.

- 2.3. A new cohort of Research Bloggers has been set up for 2023. Sixteen bloggers have signed up so far, which includes 10 returning from last year.
- 2.4. Staff delivered two Tudor Workshops to West Earlham Junior school at the InToUniversity Learning Centre based at the West Earlham Community Centre. The centre works with economically disadvantaged young people to help them to achieve their learning potential. Following on from this staff created a bespoke workshop 'Discovering West Earlham' which was delivered to students at West Earlham Junior school, highlighting the development of the estate and finding out about some of the people who lived there when it was first built. This was well received by pupils and their teachers.
- 2.5. Staff have worked with Curious Spark to create a half term activity and creative writing session as part of their Putting on a Progress project. Ten children enjoyed using Virtual Reality, dressing up as Tudors and creating their own Tudor peg doll as part of the school holiday activity. The creative writing session is due to run in May as part of Norfolk Creativity and Well-Being Week.
- 2.6. Our first in-person Deciphering Old Handwriting course since lockdown, began in January. Ten people signed up to the course. In addition, staff are currently working on recording segments of the session to be able to reach more participants in the future.

Volunteers

- 2.7. Volunteers indexing the Norwich building control plans have almost finished the years 1895-1945 and are looking forward to finding out more about the post-war reconstruction of the city, as they continue with the post-war plans.
- 2.8. Another ongoing volunteer project is to index the Norwich District Probate Registry wills 1858-1941. Since the project began in 2019, volunteers have indexed some 12,000 wills covering 1858-c. 1880. Once checked and added to the catalogue, this data will open up access to this valuable source for local and family history.

- 2.9. In February, we started a new project to index the prisoners' names in the Yarmouth Gaol registers, 1798-1875.
- 2.10. Volunteers working from home continue to index the St Andrew's Hospital case books. Since starting the project in December 2021, they have recorded the details of the patients in eleven case books. The data will be added in the NRO's catalogue over the next few months.
- 2.11. Twenty boxes of letters of the Dolignon family of Norfolk and Devon, 1770-1946, have been catalogued by retired archivist, Jean Agnew, and were added to the catalogue in November. She has also catalogued 23 boxes of letters and photograph albums from the Cole family of Sprowston, 19th-20th centuries.
- 2.12. Other volunteers have cleaned over 1,000 glass plate negatives from the collection of Sydney Denny of Harleston and placed them into archive-quality enclosures to protect them from damage. They have also repackaged several boxes of late-20th century publicity slides showing products produced by Colman's of Norwich. The Archive Packaging and Seal Sock Group (formerly the seal sock group) has been working on Norwich Historic Churches Trust files, removing ferrous fastenings, putting them into archive-quality folders and re-boxing them into standard-sized boxes to make best use of strongroom space.
- 2.13. Volunteering at King's Lynn Borough Archives resumed in the autumn, when the searchroom re-opened fully.

AIM: Ensure Archives are Accessible Now and in the Future

Opening Hours

- 2.1. At the last meeting of the Norfolk Records Committee a report was presented on public access to the service. This included a proposal to reduce opening hours by closing the searchroom on a Friday and part-compensating for this by opening half an hour earlier (at 9.30) on Tuesday to Thursday.
- 2.2. Many of the NRO's regular users expressed concern about these changes, in particular the impact it would have on those wanting to spend an extended period using the NRO.
- 2.3. Whilst the NRO still needs to deliver the budget savings it has now started a six-month trial to see if it can meet the concerns of its users. During this

trial, the NRO will be open from 10am to 4pm on Fridays for users who have pre-ordered documents. Microfilms will not be available on the day but will be accessible at the Norfolk Heritage Centre.

Online Digital Copy Ordering

- 2.4. Online digital copy ordering continues to provide access to the Collection for those who choose not to visit the searchroom. Since October there have been 222 orders, of which approximately half are for probate materials. A significant improvement has also been made in efficiency: before the new system was introduced in 2022, all orders required an invoice to be raised. With the new system 90% of orders are completed without an invoice.

Sound Archive Installation

- 2.5. As part of the Unlocking Our Sound Heritage project, the British Library have installed a sound listening desk in the Long Gallery at the Record Office. Visitors can sit at a table and browse a selection of sounds digitized by the project. The installation uses a directional speaker so that sounds are restricted to the person sat at the desk.

Accessions

- 2.6. During this period there have been 84 accessions. A full list of accessions is included at Appendix A. Highlights include:
- Records of the Florida Group of Companies, shoe manufacturers and associated businesses, 1935-2010 (ACC 2022/158)
 - Aylsham National School records, 1872-1946 (ACC 2022/132)
 - Business records of Cecil Upcher, 19th century-20th century (ACC 2022/109)

AIM: Enable the Norfolk Record Office to Continue Receiving Accessions

- 2.7. Options for addressing the long-term storage needs of the NRO are the subject of a separate report

AIM: Support Norfolk's Archive Ecology

2.8. Preparations are under way for a NorAH supported Community Archives Fair at the Forum in Norwich on Saturday, 15 April. Around 15 organizations will have stalls on the day. NorAH is supporting attendance of these community groups by paying a grant of up to £50 each to cover expenses.

2.14. To coincide with the launch, NorAH will be launching a revised supporters' scheme in April. There will be three different memberships on offer:

- Individual membership, which includes invitations to all NorAH events, and four daily photography permits for use in the NRO searchrooms.
- Organizational membership, which includes invitations for to NorAH events, discounts on conservation materials, and a group photography permit.
- Gift Membership which includes invitations to NorAH events including a special Behind the Scenes event at the NRO.

AIM F: Provide an Environmentally and Economically Sustainable Archive Service

2.9. Preparations are underway for the decarbonization of the Archive Centre. A set of requirements has been developed to provide suitable storage conditions for the Collection, which include a planned move of items requiring cool storage being moved to a small space which will have lower temperatures and humidity.

Equality Impact Assessment (EqIA) (this must be included):

It is not envisaged that there will be any adverse impacts from these proposals.

Data Protection Impact Assessments (DPIA):

No data defined as special category data under the UK GDPR which relates to living people is included in the work detailed in this report. Information about a deceased person does not constitute personal data and therefore is not subject to the UK GDPR.

3. Recommendations

- 1. Note the contents of the report**
- 2. Comment accordingly**

Officer Contact

If you have any questions about matters contained within this paper, please contact:

Officer name: Gary Tuson
Telephone no.:01603 222599

Email:



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gary.tuson@norfolk.gov.uk

Appendix A

Norfolk Record Office Accession, 1 October 2022 to 10 March 2023

Highlights

* = purchased

ACC 2022/88	Records of the Norwich Ladies Luncheon Club	2005-2022
ACC 2022/89	Title of Samuel Grimes to a bakery estate in Worstead	1729-1906
ACC 2022/90	Court records and deeds for various Norfolk manors	1403-1798
ACC 2022/91	Condolences received by Norfolk County Council on the death on 8 September 2022 of HRH Queen Elizabeth II	2022
ACC 2022/92	Norwich Electricity Undertaking , 1893-1913 and photographs	mid 20th century
ACC 2022/93	Tom Roast's research notes on Norfolk musicians	2022
ACC 2022/94	Digital copies of two wartime photographs of Jack Flanagan, USAAF airman	c 1944
ACC 2022/95	Condolence cards and book on the death of HRH Queen Elizabeth II	2022
ACC 2022/96	Stoke Holy Cross Parish Council additional records	2010-2020
ACC 2022/97	Barnham Broom Parish Council additional records	1924-2020
ACC 2022/98	South Norfolk District Council - additional records	1911-1999
ACC 2022/99	Deeds relating to King's Lynn and West Norfolk	17th century-1805
ACC 2022/100 *	Rental of Great Witchingham	17th century
ACC 2022/101	Personal diaries of writer, Verily Anderson, later Paget	1924-2010
ACC 2022/102	NIAS (Norfolk Industrial Archaeology Society) member, David Durst's draft reports on sites and old machinery	1976-2008
ACC 2022/103	School Reports of Leslie John Platford (d 2019) and two postcards sent as an evacuee in Wales	1938-1946
ACC 2022/104	Presentation volume to Revd Corrie Jackson of Hilgay and Ten Mile Bank	Jul 1886
ACC 2022/105	Three title deeds relating to Norfolk	1659-1710
ACC 2022/106	Additional Cozens-Hardy and Theobald family and estate records	1714-20th century
ACC 2022/107	Deeds relating to Cliff Lane House, Overstrand Road, Cromer	1762-2013
ACC 2022/108	Michael Harris's correspondence with English poet, Professor Kenneth Hopkins and related literary circle	1982-1990

ACC 2022/109	Business records of Cecil Upcher	19th century-20th century
ACC 2022/110	Great Yarmouth Borough Council's tourist information records	20th century-early 21st century
ACC 2022/111	Original rubbings of monumental brasses from Norfolk and other counties, collected by Revd C.R. Manning of Diss	1846
ACC 2022/112	Title deeds to a double cottage and premises in Spooner Row, Wymondham, Norfolk	1843-1943
ACC 2022/113	Additional annual journal of the NNUH Nurses League for 2022	2022
ACC 2022/114	Sporle with Palgrave Parish Council additional records	1906-2018
ACC 2022/115	H. Blake and Company Map of the Rivers and Broads of Norfolk and Suffolk	nd [mid 20th century]
ACC 2022/116	Records of the Norwich Liberal Party	1972-1992
ACC 2022/117	Records of Carleton Rode Primary School	1863-2009
ACC 2022/118	Title deeds relating to the Manor of Burgh next Aylsham, Norfolk	1780-1842
ACC 2022/119	Photocopies of various ARP papers	1939-1940
ACC 2022/120	Additional records of St Peter Mancroft Church	1897-2017
ACC 2022/121	Norfolk Education and Action for Development	1973-c 2015
ACC 2022/122	Registered Orders for the Protection of Property of Deserted Married Women: Great Yarmouth	1858-1904
ACC 2022/123	Documents purchased at Keys sale March 2022	18th century-20th century
ACC 2022/124	Michael Boardman's family papers	c 1920-c 1944
ACC 2022/125	Woodbastwick ecclesiastical parish records	1990-2020
ACC 2022/126	Diaries of a tour in Germany and Map of the Estate of Revd Wollaston in Syleham	1797-1799
ACC 2022/127	Records of the Farming and Wildlife Advisory Group for Norfolk	c 1970-c 2015
ACC 2022/128	Summary valuation of the late Revd J.S. [James Stoughton]'s estate in Sparham	1840-06-22
ACC 2022/129	Friends of Norwich in Bloom	2008-2017
ACC 2022/130	Deed of covenant for warranting title to a copyhold estate of the Manor of Swaffham	16 Oct 1838
ACC 2022/131	Voices of Hickling additional	2013-2020
ACC 2022/132	Aylsham National School records	1872-1946
ACC 2022/133	Lots 492, 494, of Keys Sale, Dec 2022	1837-1965
ACC 2022/134	Appointment diary, believed to be of a Norfolk dentist	1855
ACC 2022/135	Norwich Civil Defence Papers	1958-1966
ACC 2022/136	Maps and plans of King's Lynn and area	1808-1900
ACC 2022/137	Annual file of printed hardcopies of Mrs Ellis's online blog	2022
ACC 2022/138	Norfolk Farming and Wildlife Group additional records	c 1990- c 2003
ACC 2022/139	Records relating to Colman's	20th century

ACC 2022/140	Memoir and poetry of Arthur Rudd of Thorpe Hamlet	2022
ACC 2022/141	Records of Kirkley Ecclesiastical Parish	1990-2022
ACC 2022/142	Marriage Settlement relating to Boileau Family	4 Nov 1825
ACC 2022/143	Title Deeds to various properties in the Burnhams	18th century-20th century
ACC 2022/144	Addl records of David and Diana Russell and of the North Norfolk Constituency Labour Party	20th century
ACC 2022/145	Colour transparencies ('slides') of Norwich city centre	nd [c 1970]
ACC 2022/146	Additional records of Methodist Churches at Heartsease Lane, Norwich, and elsewhere in Norwich and Norfolk	1926-2023
ACC 2022/147	Addl files removed from NRO S drive January 2023	1998-2016
ACC 2022/148	Title deeds and minute book of the Manor of Fundenhall Rectory and title deeds to land at Semere Green, Pulham St Mary	1840-1938
ACC 2022/149	St John's ecclesiastical parish, Great Yarmouth	1860-2005
ACC 2022/150	Cadge and Gilbert records (addl)	18th Century-20th Century
ACC 2022/151	Great Hall Theatre Company records (addl)	1999-2020
ACC 2022/152	Additional local (to Loddon) records collected by the Society	1888-1911
ACC 2022/153	Documents relating to Sedgeford, including documents collected by Janet Hamond, Sedgeford local historian	nd [late 15th century]-2020
ACC 2022/154	Title Deeds to properties in Kenninghall	1727-1851
ACC 2022/155	Documents relating to the garden at Thickthorn Hall, Norwich	1930s-1960s
ACC 2022/156	St Peter Mancroft Ecclesiastical Parish (additional): service registers	1977-2015
ACC 2022/157	Title Deeds re property in Great Ryburgh	1738-1845
ACC 2022/158	Records of the Florida Group of Companies, shoe manufacturers and associated businesses	1935-2010
ACC 2022/159	Title deeds to various Norfolk properties	18th century-20th century
ACC 2022/160	Norwich Diocesan Advisory Committee (DAC) bells advisor records	1880-2023
ACC 2022/161	Album compiled by Gertrude Brown (1880-1920)	1910-1920
ACC 2022/162	Recorded interviews relating to Gressenhall workhouse laundry	2008-2009
ACC 2022/163	Letters received by Geoff Cole	1937-1943
ACC 2022/164	Logbooks for Hilborough school	1909-1978
ACC 2022/165	Women's World Day of Prayer addl records: Eaton and Earlham	2013-2021
ACC 2022/166	Court roll of manor of Lopham	1655-1661

ACC 2022/167	Ordnance survey maps of Norwich	20th century
ACC 2022/168	Letter from ? L. Tompkins to Messrs. Mitchell and Clarke of Wymondham, concerning the court cases of Lombe versus Houghton, and secondly of Munnings.	1837
ACC 2022/169	Leases relating to a farm at West Raynham	1855-1872
ACC 2022/170	Norfolk related material from Bungay Museum	1665-20th century
ACC 2022/171	Business records of Aubrey Watson Ltd	1922-1978

Norfolk Records Committee

Item No: 6

Report Title: Storage Project Options Appraisal

Date of Meeting: 14 April 2023

Responsible Cabinet Member: Cllr Margaret Dewsbury (Cabinet Member for Communities & Partnerships)

Responsible Director: Steve Miller, Director of Culture & Heritage

Is this a Key Decision? No

Recommendations:

That the Committee:

1. Discuss and comment on the report
2. Support taking the recommended option forward

1 Background and Purpose

- 1.1 The Norfolk Record Office (NRO) is the Accredited Archive Service serving Norfolk County Council and the seven district and borough councils in the county. Its mission is to collect archives, preserve them for future generations, and make them accessible to the public. It has various designations, including those of Appointed Place of Deposit for Public Records, and Diocesan Record Office.
- 1.2 The NRO's Collection is one of the largest and richest in the country and includes documents dating from the 11th century to the present day. Despite a near catastrophe in 1994, when Norwich Library burnt down, none of the Collection was lost, and the service leapt forward when the Record Office opened in its purpose-built home in the Archive Centre next to County Hall in 2003.
- 1.3 Since 2014 the NRO has undertaken projects to maximise the use of its existing space. This has enabled the NRO to accommodate the records of the Norfolk Registration Service and those of the Historic Environment Record.

However, the NRO will not be able to take any more accessions beyond 2028 unless its long-term storage needs are addressed.

- 1.4 This Options Appraisal examines potential solutions to issues surrounding storage of the NRO's growing Collection, long-term preservation and public access. A longlist of potential solutions is assessed against a defined set of benefits which the project aims to deliver. After an initial sift to remove options which are clearly not practical, a short-list of options has been subjected to more detailed examination. This short-list is also subject to a cost analysis to produce an early estimate of total project cost. These qualitative and financial assessments are then combined to produce a cost-benefit and identify a preferred option.

Evidence and Reasons for Decision

2 Objectives and Benefits

- 2.1 This section deals with the objectives of the project. These are then refined into measurable benefits which can be scored and used to produce a cost-benefits analysis when compared to the financial appraisal of each option.
- 2.2 Objective 1: To provide storage for archive accessions for 25 years
- 2.3 To fulfil its mission, the NRO needs to continually add archives to its Collection - the accessions it receives. To ascertain the volume of accessions which will need to be accommodated, the rates of accumulation have been looked at since 2006. This date was chosen to avoid any bias which might be caused by using dates close to when the Archive Centre opened. Also excluded are the accessions received in 2020, when the NRO was closed, and the accessions from the Norfolk Registration Service when the NRO took on the function of issuing copy birth, death and marriage certificates. A potential single large accession of around 100m³ has also been added to the calculations.
- 2.4 The impact of digital record keeping has also been considered, with the annual accession rate reducing from 26.82m³ in Year 1 to 19.53m³ in Year 25.
- 2.5 In total, the NRO expects to receive accessions requiring 695m³ of storage for the 25 years period this Options Appraisal covers.
- 2.6 **Benefit 1: The NRO has space to accommodate 695m³ of additional archives**

2.7 Objective 2: To enable the long-term preservation of all archives

- 2.8 When archives are added to the Collection, it is with the aim that they are preserved for centuries. To achieve this the NRO follows the measures laid out in its Collection Care Policy which was approved by the Norfolk Records Committee in February 2023. Included in this Policy are measures which it takes to ensure that documents are stored in the correct micro- and macro-environments. Currently it states that:

The NRO will aim to achieve temperature and relative humidity suited to the preservation of the materials from which the documents are composed as specified in the standards above. A large part of the Collection consists of mixed materials which it is not practical to separate. This means the NRO aims for its current strongroom conditions to be suitable for the preservation of parchment.

- 2.10 These conditions are determined by a number of British and International Standards, the most important of which is BS 4971:2017 Conservation and care of archive library collections.
- 2.11 A survey of the NRO Collection has been undertaken to provide detailed information on its holdings. This includes details of their physical composition, packaging, space usage and other preservation needs. The figure below shows the mix of materials from which the Collection is composed:

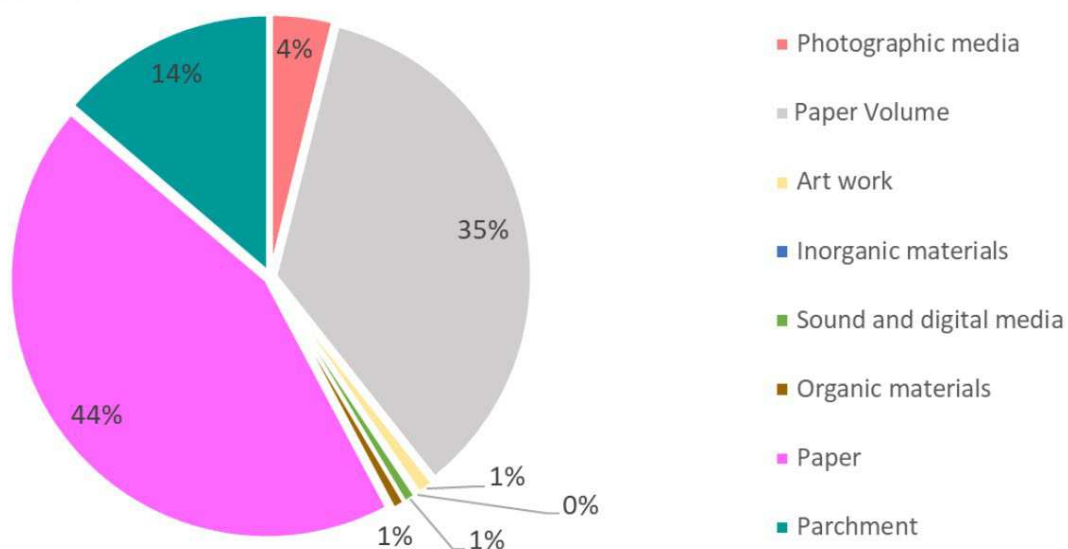


Figure 1: Material Composition of the NRO Collection

- 2.12 **Benefit 2: The Collection is stored in environments which meet their needs as defined by the relevant Standards**

2.13 Objective 3: To ensure that the Collection is easily accessible to the public

2.14 Archives can only deliver their many benefits if the public has easy access to them. Improvements can be made through enhanced and more comprehensive metadata, and digitization. However, the largest portion of the Collection is subject to unpredictable access requirements, many of which occur because of evidence provided by other documents used in the searchroom that day.

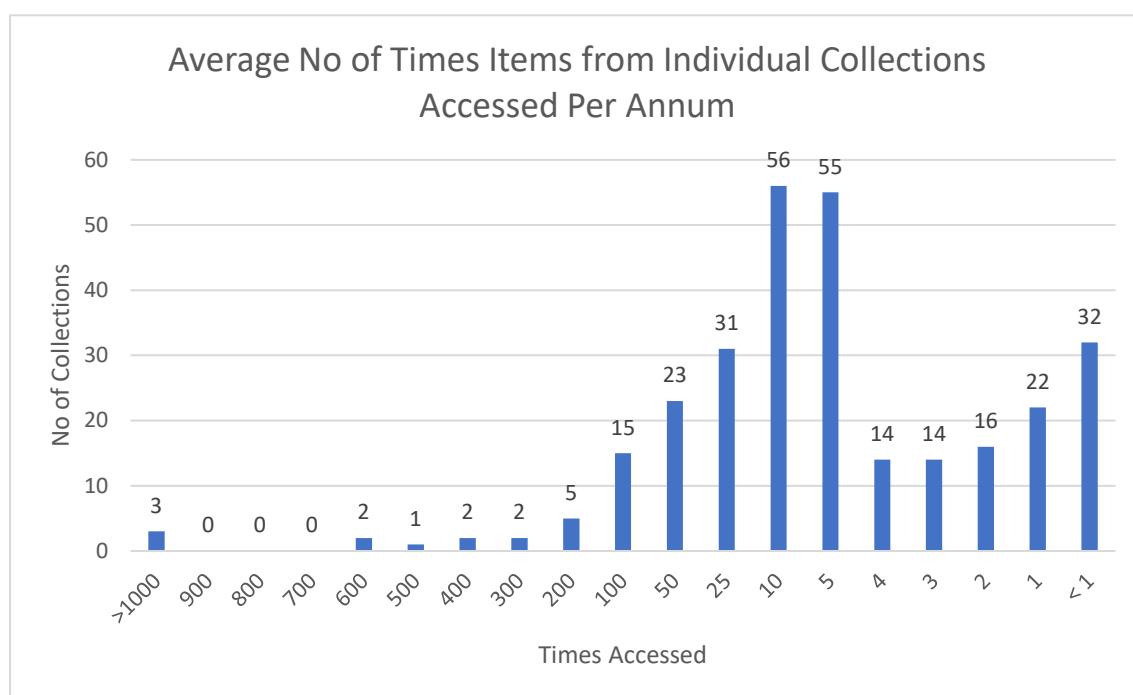


Figure 2: Document Production Analysis

2.15 **Benefit 3: The public can access documents in the searchroom on the day on which they are requested.**

2.16 **Carbon Reduction**

2.17 A fourth objective was agreed by the Norfolk Records Committee: Reduction in carbon. This has been removed from the qualitative scoring and instead, carbon costs have been included in the financial appraisal. To ensure that committee can consider this further in the decision-making process, a carbon-based sensitivity analysis is included where this objective has been scored as a fourth benefit.

3. Options for Delivering the Benefits (Long List)

- 3.1 This section sets out a series of possible options to deliver the project benefits. This is then subject to an initial sift to determine which options can deliver the benefits and represent good value.
- 3.2 The options which pass this initial sift (the Short List) are then passed to the next stage of the Options Appraisal, which examines and scores the benefits in detail. This is followed by a financial appraisal of the short-listed options. The long list of options is:
- Option 1: Do nothing
 - Option 2: Build a completely new Record Office
 - Option 3: Build an extension to existing NRO storage with Air Conditioning
 - Option 4: Build an extension to existing NRO storage based on Passive Principles
 - Option 5: Build a new building for NRO storage with Air Conditioning
 - Option 6: Build a new building for NRO storage based on Passive Principles
 - Option 7: Store archives in offsite commercial storage
 - Option 8: Digitize large parts of the Collection and store offsite

3.3 Option 1: Do Nothing

- 3.4 Unless the long-term storage needs of the NRO are addressed, it will be unable to continue collecting archives. This would mean that the NRO would not fulfil its role as Norfolk's primary place of official records and would put many of Norfolk's cultural archives at risk.

- 3.5 This option has been eliminated.

3.6 Option 2: Build a Completely New Record Office

- 3.7 The NRO's existing accommodation, which opened in 2003, provides 2,899m³ of archive storage meeting the required standards. Whilst this option has the potential to meet all the project objectives and deliver the desired project benefits, it would require expenditure of more than £12 million and have major embodied carbon cost.

- 3.8 This option has been eliminated.

3.9 Option 3: Build an Extension to Existing NRO Storage with Air Conditioning

- 3.10 This option would be capable of delivering all the project benefits. Space is available at the back of the current storage block which, if built on, would have sufficient capacity to provide the required storage space.

- 3.11 This option has been retained for further consideration.
- 3.12 Option 4: Build an Extension to Existing NRO Storage Based on Passive Principles
- 3.13 This option envisages an extension constructed with high thermal inertia and high air tightness along with minimal intervention in the internal environment. Another key component of this option's success would be the role of the Collection which itself acts as a buffer; therefore, the store needs to be filled with fully packaged archives. The options also assume that only paper archives would be stored in it.
- 3.14 This option can provide the required internal environments with a much lower carbon impact than the use of air conditioning.
- 3.15 This option has been retained for further consideration.
- 3.16 Option 5: Build a New Building for NRO Storage with HVAC, and Option 6: Build a New Building for NRO Storage Based on Passive Principles
- 3.17 These options are similar to Options 3 and 4 but are based on a storage block constructed elsewhere on the County Hall site, rather than at the back of the NRO. It assumes that extra space would be needed for a delivery bay and some office accommodation, and that daily additional staff and transport costs would be incurred.
- 3.18 This option would deliver the project benefits, although production times for items are unlikely to be as good as they would for Options 3 and 4.
- 3.19 However, they have been retained for further consideration as they may deliver cost savings.
- 3.20 Option 7: Offsite Commercial Storage
- 3.21 Offsite storage with same day delivery might be capable of meeting the project objectives. However, it is highly unlikely that any local provider would be able to meet the environmental requirements for archive preservation without the installation of air conditioning.
- 3.22 This option has been eliminated.

3.21 Option 8: Offsite Storage for Digitized Archives

3.22 This option assumes that a storage supplier capable of meeting the environments required for archive preservation is used. However, such services, whilst available, are likely to be beyond the borders of the region. Therefore, to be at all feasible, archives stored there would require digitization to meet the third project benefit relating to access.

3.23 With mass digitization this option is capable of meeting all the project objectives. It also offers a huge advantage for improving access online.

3.24 This option is considered as potentially feasible and has been retained for further consideration.

3.24 **Summary of Initial Sift**

3.25 Eliminated

Option 1: Do nothing

Option 2: Build a Completely New Record Office

Option 7: Offsite Commercial Storage

3.26 Continued for Detailed Assessment

Option 3: Build an Extension to Existing NRO Storage with Air Conditioning

Option 4: Build an Extension to Existing NRO Storage Based on Passive Principles

Option 5: Build a New Building for NRO Storage with HVAC

Option 6: Build a New Building for NRO Storage Based on Passive Principles

Option 8: Offsite Storage for Digitized Archives

4 Qualitative Appraisal of Short-Listed Options

- 4.1 The short-listed options have been subjected to a qualitative assessment to determine how well they would deliver each of the project benefits. Each option has been scored against the three benefits with a maximum score of 10.
- 4.2 In determining these scores consultation has been undertaken with key stakeholders from:
- Norfolk Record Office
 - Norfolk Museums Service
 - Norfolk Archives and Heritage Development Foundation (NorAH)
 - The National Archives
 - Norfolk Record Society
 - Norfolk Records Committee
- 4.3 **Benefit 1: The NRO has space to accommodate 695m³ of additional archives**
- 4.4 Each option would provide sufficient space for the NRO's needs; therefore, each has been given a maximum value of ten points.
- 4.5 **Benefit 2: The Collection is stored in environments which meet their needs as defined by the relevant Standards**
- 4.6 Option 3 (Air-Conditioned Extension) would provide the correct macroenvironments but would not benefit from the microenvironments (packaging) which are included in options 4, 6 and 8. It has been awarded nine points.
- 4.7 Option 4 (Passive Extension) would provide a suitable macroenvironment, and the collection would also benefit from the additional protection provided by the packaging required for this option. It also eliminates the risk of air-conditioning breaking down. It has been awarded ten points.
- 4.8 Option 5 (Air-Conditioned Standalone) would provide the same conditions as option 3 but would subject the documents to additional risks as they are moved between buildings for use in the searchroom. It has been awarded seven points.
- 4.9 Option 6 (Passive Standalone) would provide the same conditions as option 4, but like option 5, would subject the documents to some additional risks. It has been awarded eight points.

- 4.10 Option 8 (Digitization and Offsite Storage) would produce a similar storage environment to options 3 and 6, but the long distances involved in transporting documents and the inability to easily access documents to carry out conservation assessments means that this option has been awarded 7 points.
- 4.11 **Benefit 3: The public are able to access documents in the searchroom on the day on which they are requested.**
- 4.12 Options 3 and 4 would allow for on-demand access to the documents within the timeframes currently provided. They have been awarded nine points.
- 4.13 Option 5 and 6 would require longer request times before documents could be produced, and have been awarded seven points
- 4.14 Option 8 involves mass digitization which, although it may not be the answer to all access problems, undoubtedly offers great opportunities for making a large part of the Collection widely accessible. It has been awarded ten points.
- 4.15 **Summary of Benefit Scores**

	Benefit 1: Storage Space	Benefit 2: Storage Conditions	Benefit 3: Accessibility
Option 3: Air-Conditioned Extension	10	9	9
Option 4: Passive Extension	10	10	9
Option 5: Air-Conditioned Standalone	10	7	7
Option 6: Passive Standalone	10	8	7
Option 8: Digitization and Offsite Storage	10	7	10

5 Financial Appraisal

- 5.1 Cost estimates have been prepared for each of the short-listed options. These costs cover a period of operation of 25 years, and take into account:
- 5.2
- Construction Costs. These were prepared by Turner and Townsend Cost Management Ltd. They include the full construction costs including inflation, design fees and contingency for options 3, 4, 5, and 6. There are no build costs for option 8. All construction costs are included as year 1 costs.
- 5.3
- Operational Costs. These were prepared by the NRO with support from NCC Financial and Commercial Services. For options 3, 5, and 8 they include the costs of preparing the collection for passive storage and for transporting/producing documents.
- 5.4
- Net Present Value (NPV): HM Treasury Green Book discount rates of 3.5% have been used to discount future costs to arrive at a present value of future expense.
- 5.5
- Carbon Costs: HM Treasury tables have been used to ascertain the embedded carbon costs of construction and operation carbon costs. These have been added to the NPV of construction and operational costs to give a total project cost over 25 years.

5.6 Option 3: Air-Conditioned Extension

Construction Cost	2,000,000
Prelims and Contractor Costs	580,000
Inflation and Design Reserve	742,000
Design and Survey Fees	399,000
Project Contingency	744,000
Racking System	350,000
Sub Total	4,815,000
Energy	926,510
Maintenance	750,000
Sub Total	1,676,510
Total	6,491,510
NPV	5,953,618
Embodied Carbon Costs	124,639
Operational Carbon Costs	117,907
OPTION TOTAL	6,196,164

5.7 Option 4: Passive Extension

Construction Cost	2,031,000
Prelims and Contractor Costs	589,000
Inflation and Design Reserve	753,000
Design and Survey Fees	405,000
Project Contingency	756,000
Racking System	350,000
Sub Total	4,884,000
Energy	30,888
Maintenance (20% of Option 1)	150,000
Prep Cost (Staff and Materials)	542,320
Sub Total	723,208
TOTAL	5,607,208
NPV	5,549,172
Embodied Carbon Costs	124,639
Operational Carbon Costs	3,931
OPTION TOTAL	5,677,742

5.8 Option 5: Air-Conditioned Standalone

Construction Cost	2,000,000
Prelims and Contractor Costs	580,000
Inflation and Design Reserve	742,000
Design and Survey Fees	399,000
Project Contingency	744,000
Racking System	350,000
Sub Total	4,815,000
Energy	926,510
Maintenance	750,000
Additional Document Production Costs	873,000
Sub Total	2,549,510
TOTAL	2,899,510
NPV	6,546,525
Embodied Carbon Costs	128,735
Operational Carbon Costs	117,907
OPTION TOTAL	6,793,167

5.9 Option 6: Passive Standalone

Construction Cost	2,042,000
Prelims and Contractor Costs	582,000
Inflation and Design Reserve	757,000
Design and Survey Fees	407,000
Project Contingency	760,000
Racking System	350,000
Sub Total	4,898,000
Energy	30,888
Maintenance	150,000
Prep Cost (Staff and Materials)	542,320
Additional Document Production Costs	873,000
Sub Total	1,596,208
TOTAL	6,494,208
NPV	6,156,079
Embodied Carbon Costs	126,655
Operational Carbon Costs	3,931
OPTION TOTAL	6,286,665

5.10 Option 8: Digitize and Store Offsite

Prep Cost (Staff and Materials)	542,320
Digitization Cost	14,690,899
Data Storage	143,000
External Storage Costs (inc. transport)	872,766
Return Costs (inc. transport)	11,055
TOTAL	16,260,040
NPV	10,946,493
Operational Carbon Costs	4,744
OPTION TOTAL	10,951,237

5.11 Summary of Total 25-Year Project Cost

Option 3: Air-Conditioned Extension	£6,196,164
Option 4: Passive Extension	£5,677,742
Option 5: Air-Conditioned Standalone	£6,793,167
Option 6: Passive Standalone	£6,286,665
Option 8: Digitize and Store Offsite	£10,951,237

6 Cost Benefit Analysis

- 6.1 This section takes the Option Totals and combines them with the scores awarded for how well each delivers the project benefits. The tables below include a series of total scores based on cost/benefit ratios of 70%:30%; 50%:50% and 30%:70%.

6.2

	Cost / Benefit		
	70/30	50/50	30/70
Option 3: Air-Conditioned Extension	91.61	92.10	92.59
Option 4: Passive Extension	99.00	98.33	97.67
Option 5: Air-Conditioned Standalone	80.25	80.18	80.11
Option 6: Passive Standalone	88.97	87.36	85.75
Option 8: Digitization and Offsite Storage	37.59	52.56	67.54

7 Sensitivity Analysis: Carbon Reduction

- 7.1 This section includes qualitative scoring for the use of carbon alongside the other three benefits. The maximum score of ten points has been awarded to option 8 (digitize and store offsite), the passive options (4 and 6) have been scored at 5 points, and the air-conditioned options have been awarded zero points.

	Cost / Benefit		
	70/30	50/50	30/70
Option 3: Air-Conditioned Extension	84.61	73.43	76.26
Option 4: Passive Extension	95.50	84.00	89.50
Option 5: Air-Conditioned Standalone	74.25	64.18	66.11
Option 6: Passive Standalone	86.47	75.69	79.91
Option 8: Digitization and Offsite Storage	38.34	44.56	69.29

8 Recommended Preferred Option

Option 4: An extension based on passive principles scores highest against across the cost benefit analyses and is, therefore, recommenced.

9 Recommendations

That the Committee:

1. **Discuss and comment on the report**
2. **Support taking the recommended option forward**

Officer Contact

If you have any questions about matters contained within this paper, please get in touch with:

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If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.