

Norfolk Records Committee

Minutes of the Meeting held at the Norfolk Records Office on 28 October 2016 at 10:30am

Present:

Norfolk County Council

Michael Chenery of Horsbrugh

Norwich City Council

Mr D Bradford

Mr D Raby

Broadland District Council

Mr D Buck

South Norfolk District Council

Dr C J Kemp

Borough Council of King's Lynn and West Norfolk

Mrs E A Nockolds

Breckland Council

Mr P Duigan

Non-Voting Members

Co-Opted Members

Mr M R Begley

Prof. R Wilson

Representative of the Norwich Record Society

Dr G A Metters

Observer

Dr V Morgan

Representative of the Bishop of Norwich

Revd. C Read

Others Present

Cllr M Dewsbury, Chairman of the Communities Committee

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

- 1.1 Apologies were received from Prof. C Rawcliffe, Mr P Smyth, Ms V Thomas, Mrs Brociek-Coulton, Mrs Robinson-Payne and Mr Jewson.

2. Minutes

- 2.1 The minutes of the meeting held on the 01 July 2016 were agreed as an accurate record and signed by the Chairman, subject to a correction in paragraph 2.1 to read "Michael Chenery of Horsbrugh".

3. Items of Urgent Business

- 3.1 There were no items of urgent business.

4. **Declarations of Interest**

- 4.1 Mr Buck declared a “non-pecuniary interest” as Chairman of the Hellesdon History Group. The Chairman and Michael Chenery of Horsburgh both declared an “other interest” as trustees of Norfolk Archives and Heritage Development Foundation (NORAH) in relation to item 7.
- 4.2 After discussion around the process, the Committee Officer agreed to circulate information to members on declaration of interests to Committee members.

5. **Co-option of Non-voting Members**

- 5.1 According to part 4.3, 2b (i) of the Constitution, the Norfolk Records Committee has “non-voting members as follows:-
- Custos Rotulorum
 - A representative of the Bishop of Norwich
 - # A representative of the Norfolk Records Society #
 - 3 co-opted members.”
- 5.2.1 Following receipt of letters seeking their expression of interest to continue on the Committee for the forthcoming year, Mr Begley, Prof. Rawcliffe, and Prof. Wilson confirmed their willingness to continue as co-opted members. Dr Morgan confirmed his willingness to continue as an Observer.
- 5.2.2 The Chairman clarified that Mr Jewson was a non-voting member of the Committee by virtue of his post as Custos Rotulorum, as was the representative of Norwich Records Society, Dr. Metters.
- 5.2.3 Having been contacted prior to the meeting, the Bishop of Norwich had confirmed that Revd. Read would continue as his non-voting representative on the Committee.
- 5.3.1 The Committee **AGREED** to:
- co-opt Mr M R Begley, Professor C Rawcliffe and Professor R Wilson to the Committee for the forthcoming year;
 - confirm Dr V Morgan as an Observer for the forthcoming year.
- 5.3.2 The committee **NOTED** that:
- Mr R Jewson would continue as a non-voting member of the Committee by virtue of his position as Custos Rotulorum;
 - # Dr G Metters would continue as the representative for the Norfolk Records Society for the forthcoming year; #
and
 - By agreement of the Bishop, Revd. C Read would continue as the representative of the Bishop of Norwich for the forthcoming year.

It was agreed that this minute be amended and was corrected at the committee meeting on 13 January 2017. Please view the minutes of that meeting in order to note the correction made.

6. Performance report 1 April – 30 September 2016

- 6.1.1 The Committee received and **NOTED** the report introduced by the County Archivist providing information on the activities of the Norfolk Records Office and its performance against its services plan during the period between 1 April and 30 September 2016.
- 6.2.1 During discussion the following points were noted:
- 6.2.2 Changes made to the Norfolk Records Office were discussed. The new “glass room” had been used as a breakout space, for groups, such as the Change Minds group, and for training sessions
- 6.2.3 The Committee noted that when the Assistant Director Community and Environmental Services (Cultural Services) and Head of Libraries and Information retired, she transferred item number 2016/156 to the archive, “files relating to the Norfolk Library Fire and the development of the Forum”.
- 6.2.4 The County Archivist noted that use of microfilms had declined since online availability had increased, however, use of original documents remained stable. He had noticed a change in archive user culture, with some taking photographs of information when visiting to refer to during future research. This also affords opportunities for income generation, as academics from abroad were willing to pay for digital images to be sent to them.
- 6.2.5 The County Archivist clarified that there was still great room for improvement of online discovery tool, but statistics from family history websites showed an huge increase in the use of online sources.
- 6.2.6 Members felt it was unclear for users which information was on the Norfolk Records website and which was on the Norfolk Studies website, with some users unaware of Norfolk Studies as a source of archive information. The County Archivist recognised there was a need to bring the information together.
- 6.2.7 The County Archivist was continuing to play a role in the development of a new national archive policy, a consultation draft of which had been produced.
- 6.2.8 The County Archivist confirmed that links were made with the library service through the Norfolk Heritage Centre; tours had been given of the Archive Centre to library staff to help them cascade information to library users, and posters circulated to libraries.
- 6.2.9 A discussion was held over district and parish council record keeping and retention. The County Archivist clarified that information had been cascaded to parish councils such as an information on keeping of digital records.
- 6.2.10 The County Archivist discussed the process model “open archive information system” (OAIS), which was followed to archive digital files and documents and ensure they remained in an accessible format. The programme “Archivematica” provided a workbench which carried out this process.

- 6.2.11 It was confirmed that selected account rolls from the Great Hospital would be digitised as part of the 'God's House Unlocked'
- 6.2.12 The Committee wished to congratulate the Conservator mentioned in paragraph 5.1 of the report for her attendance and participation at the Archives and Records Association conference.
- 6.2.13 The County Archivist updated the Committee that he would be attending a consultation day on new Government Archive policy in December, talking at a conference on digital preservation in London, and teaching students on the Archive course at UCL. He clarified that staff attendance at conferences where they were speaking was usually funded by the conference, ensuring this was manageable under the budget.
- 6.2.14 The box making process was discussed as primarily an effective way to support making more efficient use of existing space as well as providing an opportunity to generate further income, which had trebled over the past year.
- 6.2.15 #Dr Metters shared that the Norfolk Records Society had gifted to the Kings Lynn Borough Archive a copy of every extant volume of their publications and he hoped that the archive would become a corporate member of the Norfolk Records Society. The Committee thanked the Norfolk Records Society. #
- 6.3 The Committee **CONSIDERED** performance against the 2016/17 service plan.

7. Norfolk Archives and Heritage Development Foundation

- 7.1.1 The Committee received and **NOTED** the report introduced by The County Archivist giving an update on Norfolk Archives and Heritage Development Foundation (NORAH), its recent fundraising and support for purchasing documents. Examples of some of the items purchased were displayed.
- 7.2.1 During discussion the following points were noted:
- 7.2.2 It was confirmed that individuals and organisations had been thanked for their donations. Once signed up to "gift aid", NORAH could claim retrospectively for donations received; this was likely to bring in a further £3,000-£4,000 approximately.
- 7.2.3 The trustees were seeking to recruit further trustees to NORAH, aiming for a position where County members did not account for majority membership.
- 7.2.4 A fundraising strategy was being prepared for NORAH and would be brought to the Committee for consultation once completed.
- 7.2.5 The County Archivist had been contacted by a number of people who purchased archives at the sale.
- 7.2.6 It was agreed that item 1393 "alphabetical list of freemen in the Borough of Kings Lynn" could be stored in the King's Lynn Borough Archive.

It was agreed that this minute be amended and was corrected at the committee meeting on 13 January 2017. Please view the minutes of that meeting in order to note the correction made.

8. Finance and Risk

- 8.1.1 The Committee received the report introduced by The County Archivist giving information on the forecast financial position and risk management for the Norfolk Records Committee in 2016/17 as at 30 September 2016.
- 8.1.2 During discussion the following points were noted:
- 8.2.1 It was clarified that the 500% premises cost indicated related to building work undertaken at the Norfolk Record Office and King's Lynn Borough Archives. Further overspend indicated related to the purchase of the Morningthorpe documents.
- 8.2.2 The risk register was circulated to Members (see Appendix 1)
- 8.2.3 With regard to risk RM13959, "Loss of or reduction in funding", the County Archivist shared that further ways to link to family history websites were being looked into as ways to generate further funding.
- 8.2.4 It was confirmed that the next update to the risk register indicated on Appendix 1 should read 2017.
- 8.3 The Committee:
- **CONSIDERED** performance with the revenue budget and reserves and provisions for 2016/17;
 - **NOTED WITH SATISFACTION** that the bottom line was clearly on target; and
 - **NOTED** the reserve position.
 - **NOTED** the management of risk for 2016/17 and that it was largely unchanged.
- 8.4 The Committee learned with great regret of the passing of their former colleague Cllr John Bracey, and commended his service as an example for them all to follow. Members shared memories of working with Cllr Bracey over the years.
9. **Future Meetings:** 13 January 2017
31 March 2017

The meeting ended at: 12:06 PM

The meeting was followed by a tour of the Archive Centre.

Christopher Kemp, Chairman of the Committee

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| Appendix A | | | | | | | | | | | | | | | | | | | | | | | |
| Risk Register - Norfolk County Council | | | | | | | | | | | | | | | | | | | | | | | |
| Risk Register Name | | Norfolk Record Office | | | | | | | | | | | | | | | | | Red | | | | |
| Prepared by | | Gary Tuson | | | | | | | | | | | | | | | | | High | | | | Amber |
| Date updated | | October 2016 | | | | | | | | | | | | | | | | | Med | | | | Green |
| Next update due | | April 2016 | | | | | | | | | | | | | | | | | Low | | | | Met |
| CDGSTP | Area | Risk Number | Risk Name | Risk Description | Date entered on risk register | Inherent Likelihood | Inherent Impact | Inherent Risk Score | Current Likelihood | Current Impact | Current Risk Score | Tasks to mitigate the risk | Progress update | Target Likelihood | Target Impact | Target Risk Score | Target Date | Prospects of meeting Target Risk Score by Target Date | Risk Owner | Reviewed and/or updated by | Date of Review and/or update | | |
| S | Norfolk Record Office | RM13959 | Loss of or reduction in funding | Loss of or reduction in levels of external funding, including NCC, could lead to a reduced capacity to deliver the service, threaten business viability and infringe Heritage Lottery Fund conditions of grant. | 31/03/2009 | 4 | 4 | 16 | 2 | 4 | 8 | Continued development of efficient and prioritised working practices Ensure staff are in place to maintain income generating activities Continue to explore opportunities for income generation | Income generation targets on course CIO established Additional material for licencing being prepared Estimates being prepared for new digitization projects | 2 | 3 | 6 | 31/03/2017 | Amber | Gary Tuson | Gary Tuson | 01/10/2016 | | |
| S | Norfolk Record Office | RM13963 | Inability to continue collecting archives | An increased level of accessions has reduced available space in strongrooms more quickly than planned and there may be further, unexpected increased levels. | 27/02/2014 | 2 | 3 | 6 | 2 | 3 | 6 | Actions to mitigate risk to be included in forthcoming service plans | Target recached in 2015/16 Additional space identified in King's Lynn | 2 | 2 | 4 | 31/03/2017 | Green | Gary Tuson | Gary Tuson | 01/10/2016 | | |
| S | Norfolk Record Office | RM14164 | Failure to meet growing public expectations on access | Public are not able to access collections as easily as they expect through modern technologies | 27/02/2014 | 3 | 3 | 9 | 3 | 3 | 9 | • Use of commercial partnerships to improve access • Planning for access to digital images in searchroom under way | Streaming server down and options being explored for updating | 2 | 3 | 6 | 31/03/2017 | Green | Gary Tuson | Gary Tuson | 01/10/2016 | | |
| S | Norfolk Record Office | RM14165 | Failure to collect, preserve and make accessible new formats of archive | Increasingly records are born digital and must be preserved in a digital format. The NRO is not in a position to fully managed digital records in line with the OAIS model. | 27/02/2014 | 3 | 5 | 15 | 3 | 5 | 15 | • Collaborative project for delivery of digital preservation • Develop staff skills • Continue to develop in-house procedure for handling digital objects | Pilot project in progress | 3 | 3 | 9 | 31/03/2017 | Amber | Gary Tuson | Gary Tuson | 01/10/2016 | | |
| S | Norfolk Record Office | RM14167 | Collection at risk through unexpected events | Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection | 27/02/2014 | 1 | 5 | 5 | 1 | 5 | 5 | • Disaster / emergency plan training to be rolled out | New starters at Record Office all trained in Emergency Plan procedures This risk needs to be constantly managed and further review and training will be required in 2017/18 | 1 | 5 | 5 | 31/03/2018 | Green | Gary Tuson | Gary Tuson | 01/10/2016 | | |