

Norfolk Records Committee

Minutes of the Meeting held on 7 January 2016

Present:

Norfolk County Council

Michael Chenery of Horsbrugh

Norwich City Council

Ms V Thomas

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 Nockolds

Breckland Council

Mr P Duigan

Non-Voting Members

Co-Opted Member

Prof R Wilson

Representative of the Norfolk Record Society

Dr G A Metters

Representative of the Bishop of Norwich

Rev'd C Read

1. Apologies for Absence

- 1.1 Apologies for absence were received Prof. C Rawcliffe, Mrs A Claussen-Reynolds, Mr R Jewson, Ms D Carlo, Mr P Smyth, Mr M Begley.

2. Minutes

- 2.1 The minutes of the meeting held on 30 October 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 annexed report (5) 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 November 2015.

- 5.2 The risk CMM020 related to the archive specialist staff who had been permanently located at the Millennium Library as part of a partnership but was due to cease as part of the proposed budget savings.
- 5.3 The County Archivist reported he had written to the Heritage Lottery Fund requesting their view on the proposed savings especially the reduction to opening times and how this would affect the grant they had received for building the Record Office. He had yet to receive a reply but had been promised this would be received by the end of the consultation. The reply would be circulated to the Committee when it was received. This risk would be highlighted in the report to the Communities Committee.
- 5.4 The registrar's records would be using more space than expected and this risk was being managed by the long term strategy of maximising use of space.
- 5.5 It was reported that the disaster plan had been re-written and training had been carried out for the management team.
- 5.6 The Committee, having considered the report, **RESOLVED** to;
- Note the performance with the revenue budget and reserves and provisions for 2015/16.
 - Note the management of risk for 2015/16.
 - Note the proposed budget savings for 2015/16 and beyond.

6. Changes to Accommodation at the Archive Centre

- 6.1 The Committee received the annexed report (6) from the Executive Director of Communities and Environmental Services which outlined the proposals for changes at the Archive Centre for the Committee's approval.
- 6.2 The Committee expressed a concern at the car parking for those visiting the registration offices located in the Archive Centre as there was a lack of spaces at County Hall. The car parking issue at County Hall was currently being discussed by Members.
- 6.3 The County Archivist reported that the feasibility study which had been carried out by NPS had returned considerably higher figures than anticipated for carrying out the work. There were negotiations being held and it was hoped that the costs would dramatically reduce.
- 6.4 The Committee, having considered the report, **RESOLVED** to;
- Approve the implementation of the changes to the Archive Centre as outlined in the report.

7. Re-Imagining Norfolk at the Norfolk Record Office

- 7.1 The Committee received the annexed report (7) by the Executive Director of Communities and Environmental services which outlined the changes if the service would make the budget savings for 2016-2017.
- 7.2 It was suggested that if the proposal for Record Office to cease buying larger collections went ahead details of the location of those collections should be retained.

- 7.3 It was confirmed that the closure on a Friday would unfortunately be a permanent closure. It was a similar picture of austerity all over the Country with similar impacts on Record Offices.
- 7.4 The Committee expressed that it was a shame that such a successful, flagship institution was having to face such challenges, and that the people making the decision of the savings should realise the reputable impact of the proposed budget savings.
- 7.5 The Committee **RESOLVED** to;
- Note the contents of the report and the changes in the service the Norfolk Record Office would provide.
 - Approve the changes outlined in the report to the service if they were required to make the budget savings for 2016-2017.

8. Future Meetings

The dates of future meetings were noted.

Date	Time	Venue
Friday 22 April 2016	10:30am	Green Room, Archive Centre, NRO
Friday 1 July 2016	10:30am	King's Lynn Record Office, Town Hall
Friday 28 October 2016	10:30am	Green Room, Archive Centre, NRO

The meeting concluded at 11.55am.

Dr C. J. Kemp, Chairman of the Committee



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