

## Norfolk Records Committee

### Minutes of the Meeting held on 19 June 2015

#### **Present:**

##### **Norfolk County Council**

Michael Chenery of Horsbrugh

##### **Norwich City Council**

Ms D Carlo

Ms C Herries

##### **King's Lynn and West Norfolk Borough Council**

Mrs E Nockolds

##### **South Norfolk District Council**

Dr C J Kemp

##### **Broadland District Council**

Mr D Buck

##### **Breckland Council**

Mr P Duigan

#### **Non-Voting Members**

##### **Co-Opted Member**

Mr M Begley

##### **Representative of the Norfolk Record Society**

Dr G A Metters

##### **Representative of the Bishop of Norwich**

Rev'd C Read

##### **Observer**

Dr V Morgan

Mr R Bearman of Norfolk County Council was also present.

#### **1. Election of Chairman**

1.1 Dr C. Kemp was duly elected for the ensuing year.

#### **2. Election of Vice-Chairman**

2.1 Mr M Chenery of Horsbrugh was duly elected for the ensuing year.

#### **3. Apologies for Absence**

3.1 Apologies for absence were received from Mrs A Claussen-Reynolds, Prof. R Wilson, Dr G A Metters, Prof. Carole Rawcliffe, Mr R Jewson, Mr P Smyth and Mrs M Wilkinson.

#### **4. Minutes**

4.1 The minutes of the meeting held on 24 April 2015 were confirmed as an accurate record of the meeting and signed by the Chairman, subject to a small amendment at 4.1; 'Bush' to be changed to 'Buck'.

#### **5. Urgent Business**

5.1 There was no urgent business.

## **6. Members to declare any interests**

- 6.1 There was no interests declared.

## **7. Appointment of Co-Opted Members**

- 7.1 The report from the Head of Democratic Services was received. The Committee were asked to take the opportunity to consider the appointment of all three co-opted Members and one observer Member (all without voting rights) for the period 2014/2015.
- 7.2 The Committee **RESOLVED** to;
- Appoint Mr M Begley, Prof C Rawcliffe and Prof R Wilson as co-opted Members, and Dr V Morgan as an observer.

## **8. Performance and Risk Report**

- 8.1 The report received covered the final financial position and risk management assessment for the Norfolk Records Committee in 2014/15 as at 31<sup>st</sup> March 2015.
- 8.2 The implementation of digital preservation was assessed as green in the risk register. Although it hadn't been implemented, it was being actively worked on and was on target to meet the proposed deadlines for the early stages of implementation.
- 8.3 The Committee **RESOLVED** to;
- Note the performance with the revenue budget and reserves and provisions for 2014/15.
  - Note the management of risk for 2014/15.

## **9. Norfolk Records Committee Annual Accounting Statements 2014-15**

- 9.1 The report was received by the Committee which introduced the Annual return required by the Accounts and Audit Regulations 2011.
- 9.2 The Committee **RESOLVED** to;
- Approve the accounting statements as set out in Appendix A, Section 1 of the report and approve its signing by the Chairman.
  - Approve the Annual Governance Statement as set out in Appendix A, section 2 of the report and approve its signing by the Chairman and County Archivist.
  - Note the Annual Internal Audit Report as set out in Appendix A, section 4 of the report together with the note set out in Appendix B of the report.

## **10. Norfolk Record Office Fees and Charges**

- 10.1 The report was received by the Committee which presented the annual review of charges made by the Norfolk Record Office.

- 10.2 For print runs of 2000 or less, it was confirmed that there would be no re-use charge although the Record Office could request a copy of the publication. Online publications would be considered on a case by case basis.
- 10.3 There was concern that the photocopying charge seemed on a high level compared to other services. It was explained that the photocopying charge was not a self-service charge and it included staff time.
- 10.4 The Committee **RESOLVED** to;
- Approve the charges outlined in the appendix to the report.

## **11. Medium and Long Term Planning for Norfolk Record Office**

- 11.1 The report was received by the Committee which provided Members with background information on the Re-Imagining Norfolk proposals which were presented to NCC Policy and Resources Committee on 1 June 2015 and to afford Members an opportunity of providing input into that process at an early stage.
- 11.2 The NRO were commended on their innovative thinking around the proposed changes of storage which in turn would increase the years use of the Record Office repository, and for taking such a pro-active approach to income generating.
- 11.3 It was clarified by the County Archivist that the arrival of the registrar's records would not contribute to the Re-Imagining Norfolk proposals of saving up to 25% but would help achieve the savings targets of the previous year.
- 11.4 Stakeholder consultation of Re-Imagining Norfolk could take place between October and November, and it was suggested that the Chairman could be added to the list of stakeholders on behalf of the Committee.
- 11.5 The service communities in September would outline the detailed proposals but this could potentially be before the next Records Committee and therefore it would be decided if there would be a need for an extra Records Committee meeting in conjunction with the Chairman and the vice-Chairman.
- 11.6 The Committee **RESOLVED**;
- Note the contents of the report.

## **12. Partnership Project Updates**

- 12.1 The report was received by the Committee which highlighted that the NRO was working with various partners to secure funding for archive projects.
- 12.2 The Change Minds project was funded by grants and therefore would not be affected by the proposed savings of Re-Imagining Norfolk.
- 12.3 Thanks were given to the staff of the Archive Centre for the publication of the 'What's On' leaflets.
- 12.4 The Committee **RESOLVED**;
- To note the contents of the report

### **13. Future Meetings**

The dates of future meetings were noted.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday 30 October 2015	10:30	Green Room, Archive Centre, NRO
Friday 11 December 2015	10:30	Green Room, Archive Centre, NRO

The meeting concluded at 11.50am.

**Dr C. J. Kemp, Chairman of the Committee**



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