

NORFOLK RECORDS COMMITTEE

Date: **Friday 19 June 2015**

Time: **10.30am**

Venue: **Green Room, The Archive Centre, County Hall,
Martineau Lane, Norwich**

Please Note:

Arrangements have been made for committee members to park on the county hall front car park (upon production of the agenda to the car park attendant) provided space is available.

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mr D Buck	Broadland District Council
Ms D Carlo	Substitute: Mr S Dunn
Mrs A Claussen-Reynolds	Norwich City Council
Michael Chenery of Horsbrugh	North Norfolk District Council
	Norfolk County Council
	Substitute: Mr B Iles
Mr P Duigan	Breckland District Council
	Substitute: Cllr M Chapman-Allen
Ms C Herries	Norwich City Council
Dr C J Kemp	South Norfolk District Council
	Substitute: Mr T Blowfield
Mrs E A Nockolds	King's Lynn and West Norfolk Borough Council
	Great Yarmouth Borough Council
Ms K S Robinson-Payne	Norfolk County Council
Mr P Smyth	Substitute: Fred Agnew
	Norwich City Council
Ms V Thomas	Norfolk County Council
Mrs M Wilkinson	Substitute: Mike Sands

Non-Voting Members

Mr M R Begley
Mr R Jewson
Dr G A Metters

Dr V Morgan
Prof. C Rawcliffe
Revd C Read
Prof. R Wilson

Co-opted Member
Custos Rotulorum
Representative of the Norfolk Record
Society
Observer
Co-opted Member
Representative of the Bishop of Norwich
Co-opted Member

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

Nicola LeDain on 01603 223053
or email committees@norfolk.gov.uk

A g e n d a

1. **Election of Chairman**
2. **Election of Vice-Chairman**
3. **To receive apologies and details of any substitute members attending.**
4. **Minutes**

(Page 5)

To confirm the minutes of the meeting of the Norfolk Records Committee held on 24 April 2015.

5. **Matters of Urgent Business**
6. **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 such an interest but can speak and vote on the matter.

7. **Appointment of Co-Opted Members**
Report by the Head of Democratic Services

(Page 8)

8. **Performance and Risk Report**
Report by the County Archivist

(Page 9)

9. **Norfolk Records Committee Annual Accounting Statements 2014-15** (Page 15)
Report by the Executive Director of Finance
10. **Norfolk Record Office Fees and Charges** (Page 28)
Report by the County Archivist
11. **Medium and Long Term Planning for Norfolk Record Office** (Page 34)
Report by the County Archivist
12. **Partnership Project Updates** (Page 38)
Report by the County Archivist

13. **Future Meetings**

Date	Time	Venue
30 October 2015	10:30	Green Room, NRO, Archive Centre,
11 December 2015	10:30	Green Room, NRO, Archive Centre

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 11 June 2015



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Norfolk Records Committee

Minutes of the Meeting held on 24 April 2015

Present:

Norfolk County Council

Michael Chenery of Horsburgh

Norwich City Council

Ms D Carlo

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 R Kybird

Non-Voting Members

Co-Opted Member

Mr M Begley

Professor R Wilson

Professor C Rawcliffe

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 Mr P Smyth, Mr J Bracey (substituted by Mr D Buck), Mrs A Claussen-Reynolds, Mr R Jewson, Mr D Bradford, Mrs M Wilkinson, Ms V Thomas and Ms K Robinson-Payne.

2. Minutes

- 2.1 The minutes of the meeting held on 8 January 2014 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 Mr D Busk declared an 'other' interest as he was a research student at the University of East Anglia.

5. Norfolk Record Office Finance and Risk Report

- 5.1 The Committee received a report by the County Archivist which covered the forecast position and risk management for the Norfolk Records Committee in 2014/15 as at 28th February 2015.

- 5.2 The Committee heard that the Record Office had generated £110k income in the current financial year. However, with reduced budgets in forthcoming years, the ability to purchase documents would become limited.
- 5.3 The Committee noted that staff were to be congratulated on delivering such a great service on a reduced budget.
- 5.4 The Committee **RESOLVED**;
- To consider the performance with the revenue budget and reserves and provisions for 2014/15.
 - To consider the management of risk for 2014/15.
 - To note the approved budget for 2015/16.

6. Norfolk Record Office Service Performance Report

- 6.1 The Committee received the report from the County Archivist. The report showed performance against the Service Plan for the whole year and provided more detailed information on the NRO's work from October 2014 to March 2015.
- 6.2 The County Archivist explained that work to increase the use of social media was being carried out, and it was suggested by the Committee to look at a Tumblr blog as they had a large following and created more responses.
- 6.3 Currently the NRO responds to written enquiries free of charge if the query relates to what the Record Office holds. However, they did not look into the contents of documents and for this there was a paid research service.
- 6.4 The Committee noted that the Norwich City Records project was dealing with one of the finest medieval collections in the country and possibly Europe , and that there should be some recognition for the catalogued collection.
- 6.5 The Committee suggested that District Councils should be asked for election material once they had disposed of it, as they only held it for a certain period of time.
- 6.6 The Committee **RESOLVED**;
- To consider the contents of the report.
 - To consider performance against the 2014/15 service plan.

7. Norfolk Record Office 2015-2016 Service Plan Report

- 7.1 The Committee received a report from the County Archivist which provided information on the planned work of the Norfolk Record Office in the year 2015-2016. It also provided information on the long term strategy that the Record Office is adopting to develop the service over the coming years.
- 7.2 The Committee heard how the Record Office was over-subscribed with volunteers. There were role descriptions in place for projects and volunteers were matched to these.
- 7.3 The Committee **RESOLVED**;
- To consider the contents of the report.
 - To agree the adoption of the Service Plan.

8. Future Meetings

The dates of future meetings were noted.

Date	Time	Venue
Friday 19 June 2015	10:30	Green Room, Archive Centre, NRO
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 11.55am.

Dr C. J. Kemp, Chairman of the Committee



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NORFOLK RECORDS COMMITTEE

Item No. 7.

Report title:	Appointment of Co-Opted Members
Date of meeting:	19 June 2015
Responsible Chief Officer:	Head of Democratic Services

Executive summary

The Committee is asked to take this opportunity to consider the appointment of the three Co-opted Members and one Observer Member (all without voting rights) for the period 2014/2015.

Recommendations: That the Committee appoints three co-opted Members and one Observing Member for the period 2015-2016

1. Proposal (or options)

The Constitution of the Norfolk Records Committee provides for the co-option of three additional Members who are at present Mr M R Begley, Prof C Rawcliffe and Professor R Wilson. It also provides for one Observer Member who is at present Dr V Morgan. The Committee is asked to take this opportunity to consider the appointment of the three Co-opted Members and one Observer Member (all without voting rights) for the period 2015/2016.

2. Financial Implications

There are no financial implications.

3. Issues, risks and innovation

There are no issues or risks to be considered.

4. Background

There are no background papers.

Officer Contact

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

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

Officer Name: Nicola LeDain **Tel No:** 01603 223053

Email address: Nicola.ledain@norfolk.gov.uk



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Norfolk Records Committee

Item No. 8

Report title:	Performance and Risk Report
Date of meeting:	19th June 2015
Responsible Chief Officer:	Tom McCabe
Strategic impact This report covers the final financial position and risk management assessment for the Norfolk Records Committee in 2014/15 as at 31 st March 2015	

Executive summary

This report covers the final Norfolk Records Office (NRO) position for 2014/15. Section 1 covers progress with the NRO revenue budget for 2014/15, reserves and provisions, and the capital programme. Section 2 provides the Committee with an update on the service risk register.

The main issues for consideration by this Committee are:

- The NRO delivered an under-spend on Revenue budgets of £0.084m and Reserves and Provisions closing balance of £0.290m
- Progress with risk management for NRO

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

- **Performance with the revenue budget and reserves and provisions for 2014/15**
- **Management of risk for 2014/15**

1. Revenue Budget

1.1 Financial Performance 2014/15

- 1.1.1 At the end of 2014/15, the NRO delivered an under-spend of £0.084m. This is summarised in the table below:

Service	Approved budget £m	2014/15 Outturn £m	+Over/- Underspend £m	Variance to budget
Salary	0.732	0.721	-0.011	-1.5%
Employee Related	0.003	0.007	0.004	133.3%
Premises	0.004	0.005	0.001	25.0%
Travel	0.004	0.006	0.002	50%
Supplies & Services	0.103	0.170	0.067	65.0%
Support Services	0.481	0.410	-0.071	-14.8%
Capital	0.206	0.206	0	0%
Income	-0.205	-0.281	-0.076	-37.1%
Total	1.328	1.244	-0.084	-6.3%

1.1.4 The 2014/15 revenue budget includes Putting People First savings of £0.189m. These are for Restructuring (£0.070m), Energy Saving (£0.020m), increased Income generation (£0.060m), Changes to Opening Hours (£0.012m) and Administrative Efficiencies (£0.027m). These savings were met, except for part of income generation which was offset by the overall expenditure savings (covered in 1.1.5 below). Recent innovations such as digitization and box making have enhanced the income generating capacity of the service and mean the target should be achieved in the future.

1.1.5 The under-spend within Support Services is due to lower than expected accommodation costs transferred from the Corporate centre. Supplies and Services costs were higher than budget due to equipment purchases. These were offset by releases from Reserves, included in the Income under-spend.

1.2 Capital programme

1.2.1 There is no capital programme for 2014/15.

1.3 Reserves and Provisions

1.3.1 The table summarising the 2014/15 position appears below.

- The Residual Insurance reserve was used in the year to support digitisation and other income raising activities in 2014/15. To secure the best income from providing digital access in this way required the NRO to undertake significant work to prepare existing digital assets, assemble of metadata and undertake in-fill digitization.

Reserves and Provisions 2014/15	Balances at 01Apr14	Outturn at 31Mar15	Change
	£m	£m	£m
Norfolk Record Office			
Residual Insurance and Lottery Bids	0.423	0.278	-0.145
Unspent Grants & Contributions Reserve	0.012	0.012	0.000
Service Total	0.435	0.290	-0.145

1.4 2015/16 Budget

1.4.1 As discussed at the April 2015 meeting the Putting People First savings and the subsequent effect on the 2015/16 budget are as below:

	2015/16 £m	2016/17 £m	2017/18 £m
PPF20 – Increased Income Generation	-0.020	-0.010	0
CMM005 – Reduced spend on equipment and conservation materials	-0.026	0	0
CMM005 – Further reduction in document purchases and supplies	-0.006	0	0
Total	-0.052	-0.010	0

This feeds into the 2015/16 budget as follows:

Description	2014/15 Budget £m	Additional Costs 2015/16 £m	Savings 2015/16 £m	Cost Neutral Adjustments 2015/16 £m	2015/16 Budget £m	Saving Reference
Salaries	0.724	0.007			0.731	
Staff Related Costs	0.003				0.003	
Premises	0.004				0.004	
Transport	0.004				0.004	
Supplies & Services	0.103	0.002	-0.032		0.073	CMM005
Support Services	0.482	0.009		-0.491	0.000	*Transfer of Property Budget
Depreciation & Impairment	0.096			0.110	0.206	
Income	-0.195	-0.002	-0.020		-0.217	PPF20
Total	1.221	0.016	-0.052	-0.381	0.804	

*Office Accommodation budgets have been transferred to the Corporate Property team.

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 in April 2015. A summary of the risk register based on the most recent review of December 2014 appears at Appendix A.
- 2.2 The register contains 6 key risks, five of which are currently assessed as a 'medium' level risk, while the other is assessed as 'low'.
- 2.3 All risks are being well managed. All of the risks are showing 'Green – on schedule' progress towards achieving their target risk scores.
- 2.4 The impact of the six unmet risks on the budget has been assessed as follows:
 - 2.4.1 For RM13959 'Loss of or reduction in funding', if this external funding was lost then the service would have to choose between ceasing activities or continuing and funding from other existing budgets, which would impact on other activities. The service has budgeted for £68k of Grant income in 2014/15. This risk is classed as 'green' and did not occur in 2014/15, and so has no impact on the revenue position. The risk is mitigated by continuing to apply for external funding and explore income generating opportunities.
 - 2.4.2 For RM13960 'A lack of clarity in roles and responsibilities', could mean that the Record Office is unable to operate efficiently and absorb the additional work it is taking on to generate income and provide the statutory function of issuing copies of birth, death and marriage certificates. The risk is mitigated through the restructuring process which is partly complete but continues to monitor the impact of the transfer of registrars' records. This risk is classed as 'green' and did not occur in 2014/15, and so has no impact on the revenue position.
 - 2.4.3 For RM13963 'Inability to continue collecting archives', an increased level of accessions would reduce the available space more quickly than planned. Records are kept of the amount of additions and available space and bespoke packaging is used to reduce the amount of space needed. This risk is classed as 'green' and did not occur in 2014/15, and so has no impact on the revenue position.
 - 2.4.4 For RM14164 'Failure to meet growing public expectations on access', is the risk that the public can't access collections as easily as they expect to. This could mean demand for our services could reduce. This is mitigated through entering into commercial partnerships to improve access and use volunteers to enhance catalogue information. This risk is classed as 'green' and did not occur in 2014/15, and so has no impact on the revenue position.
 - 2.4.5 For RM14165 'Failure to collect, preserve and make accessible new formats of archive', NRO is not in a position to fully manage the preservation and continued accessibility of born digital records. This is mitigated through developing procedures, staff skills and exploring collaborative approaches. This risk is classed as 'green' and did not occur in 2014/15, and so has no impact on the revenue position.

2.4.6 For RM14167 'Collection at risk through unexpected events', due to the special nature of the NRO collection the usual NCC continuity planning has to be reviewed and adapted. This is mitigated through the approach of a specific Emergency Plan. This risk is classed as 'green' and did not occur in 2014/15, and so has no impact on the revenue position.

3. Financial Implications

The implications for resources including, financial, staff, property and IT, where relevant, are set out in Section 1 of this report.

4. Issues, risks and innovation

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.

5. Background

There are no background documents to consider.

Officer Contact

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

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

Officer Name:	Tel No:	Email address:
Robert Ginn Accountant	01603 223182	robert.ginn@norfolk.gov.uk
Gary Tuson County Archivist	01603 222003	gary.tuson@norfolk.gov.uk



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Risk Register - Norfolk County Council									
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	Risk Register Name		Norfolk Record Office																Red			
	Prepared by		Gary Tuson									High										
	Date updated		December 2014									Med										
	Next update due		April 2015									Low										
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 Red	3	4	12 Amber	<ul style="list-style-type: none">Continued development of efficient and prioritised working practicesApplications for external funding where feasibleContinue to explore opportunities for income generation	Efficiencies and service reductions introduced in 2014 Application for funding from Wellcome Trust successful. Additional income stream identified from sale of conservation materials	2	2	4 Green	31/03/2017	Green	Gary Tuson	Gary Tuson	16/09/2014	
S	Norfolk Record Office	RM13960	A lack of clarity in roles and responsibilities	A lack of clarity in roles and responsibilities in our working relationships with other organisations could lead to capacity issues and potential drains on business as usual. This results in negative reputation and knock-on effects in relation to funding.	31/03/2009	3	3	9 Amber	2	3	6 Amber	<ul style="list-style-type: none">Second stage of staff restructuring planned for in 2014Impact of transfer of Registrars records to be closely monitored	First stage of staff restructuring completed in Jan 2014. First transfer (approx 20%) of Registrars records now received and work plans in place. Work flows being developed and monitored to ascertain staffing requirements.	2	2	4 Green	31/03/2015	Green	Gary Tuson	Gary Tuson	16/09/2014	
S	Norfolk Record Office	RM13963	Inability to continue collecting archives	Increased level of accessions reduces available space in strongrooms more quickly than planned	27/02/2014	2	3	6 Amber	2	3	6 Amber	Returns of current strongroom project to be monitored Early consideration of options for future storage as per members comments at Jan meeting of Norfolk Records Committee Increase proportion of storage by size	Registrars records taking up more space than originally anticipated. Additional storage space will be created through production of bespoke packaging	2	3	6 Amber	31/03/2014	Green	Gary Tuson	Gary Tuson	16/09/2014	
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 Amber	3	3	9 Amber	<ul style="list-style-type: none">Use of commercial partnerships to improve accessUse of volunteer programme to provide enhanced catalogue informationMaintenance and improvement of	Draft contracts for partners due on 18 Sept. Indexing of marriage bonds by volunteers nearing completion.	2	3	6 Amber	31/09/2014	Green	Gary Tuson	Gary Tuson	16/09/2014	
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 Open Archive Information System (OAIS) model.	27/02/2014	3	5	15 Amber	3	5	15 Amber	<ul style="list-style-type: none">Explore collaborative options for delivery of digital preservationDevelop staff skillsContinue to develop in-house procedure for handling digital objects	Actions due in in latter half of 2014/15 Service Plan	3	5	15 Amber	31/03/2015	Green	Gary Tuson	Gary Tuson	16/09/2014	
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 Green	1	5	5 Green	<ul style="list-style-type: none">Disaster / emergency plan to be reviewed and revised	First draft of Emergency Plan produced. Meeting with NCC Resilience Officer set for Oct	1	5	5 Green	31/03/2015	Green	Gary Tuson	Gary Tuson	16/09/2014	

Norfolk Records Committee

Item No. 9

Report title:	Norfolk Records Committee Annual Accounting Statements 2014-15
Date of meeting:	19 June 2015
Responsible Chief Officer:	Simon George, Executive Director of Finance
Strategic impact Norfolk Records Committee falls within the category of Small Bodies under the Accounts and Audit (England) Regulations 2011, which means a simpler set of published accounts is required in the form prescribed by an annual return. A copy of the return is attached as Appendix A. The annual return also includes: <ul style="list-style-type: none">• an Annual Governance Statement and• an Annual Internal Audit Report. <p>This return is audited under a limited audit assurance regime which reduces the administrative burden and cost.</p> <p>The return requires the approval of the full Committee and is required to be approved by 30 June 2015.</p>	

Executive summary

This report introduces the Annual Return required by the Accounts and Audit (England) Regulations 2011.

Recommendations:

The Committee is requested to

- **Approve the accounting statements as set out in Appendix A, Section 1 and approve its signing by the Chair,**
- **Approve the Annual Governance Statement as set out in Appendix A, Section 2 and approve its signing by the Chair and County Archivist,**
- **Note the Annual Internal Audit Report as set out in Appendix A, Section 4, together with the note set out at Appendix B.**

1. Proposal

The copy of the return attached as Appendix A has been completed.

The return requires the approval of the full Committee and is required to be approved by 30 June 2015.

There are no alternative options to consider

2. Evidence

Section 1 of the return is the Accounting statements. This section of the return is required to be signed by the Responsible Financial Officer (Executive Director of Finance) to certify that it presents fairly the financial position of the Committee's accounts. The Chair of the meeting is required to confirm, by signing at the bottom of Section 1 that the accounts have been approved by the Committee in accordance with the Accounts and Audit (England) Regulations 2011.

Section 2 of the return is the Annual Governance Statement. The return contains a summarised form of the Annual Governance Statement and all of the questions have been answered positively. The return requires that Committee approve this summary statement and be signed off by the Chair and the "Clerk". It is suggested that the County Archivist should sign the "Clerk" box.

Section 3 of the return is the External auditor's certificate and opinion. The issue of the certificate of completion effectively concludes the audit process for the year. The opinion states the basis on which the opinion is reached and notes any exceptions to the opinion.

Section 4 of the return is the Annual internal audit report. The return contains a summarised form of the Annual internal audit report and all of the questions have been answered positively except one which is "not covered", because there is no petty cash system relating to these accounts. A note explaining the reason is attached as Appendix B. The return has been signed on behalf of the Chief Internal Auditor.

3. Financial Implications

A more detailed income and expenditure account and balance sheet are attached as Appendix C for information and to provide assurance to Members that the summarised report in the return is accurate and can be approved.

4. Issues, risks and innovation

There are no significant issues arising from the Accounting Statements, the Annual Governance Statement or the Annual internal audit report and the Committee and Chair can be assured that it is in order to approve and sign off the return.

This report has fully taken into account any relevant issues arising from the Record Office's policy and strategy for risk management.

There are no implications with respect to the Equalities and there are no other implications.

5. Background

The Committee is permitted by the regulations to prepare and publish simplified accounts, in the form of a Small Bodies Annual Return and as a result is subject to a limited assurance audit regime.

From 1 April 2015, the Committee will no longer be required to have its accounts separately prepared and audited. As a result, the final mandatory audit for such bodies is the 2014-15 period covered by these accounting statements.

The Department for Communities and Local Government has made this change as it is recognised that the appropriate parts of Joint Committee's financial results are reported within the Accounts of their constituent authorities (in this case Norfolk County Council) and are therefore subject to audit via their individual statutory audit arrangements.

Officer Contact

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

Officer Name:	Tel No:	Email address:
Howard Jones	01603 222832	howard.jones@norfolk.gov.uk
Adrian Thompson	01603 222784	adrian.thompson@norfolk.gov.uk



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Appendices

Appendix A: Annual Return 2014-15

Appendix B: Annual Internal Audit Report

Appendix C: Detailed income and expenditure account and balance sheet

Small Bodies in England

Annual return for the financial year ended 31 March 2015

Small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their annual activities at the end of each financial year.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the body.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the body's internal audit provider.

Each body must approve this annual return no later than 30 June 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in red. Do not leave any red box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides for either local councils or internal drainage boards. These publications may be downloaded from the National Association of Local Councils (NALC) or Society of Local Council Clerks (SLCC) websites (www.nalc.gov.uk or www.slcc.co.uk) or from the members area of the Association of Drainage Authorities website (www.ada.org.uk).

Section 1 – Accounting statements 2014/15 for:

Enter name of
reporting body here:

NORFOLK RECORDS COMMITTEE

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	416,464	434,742	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	1,694,726	1,497,516	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	780,592	727,955	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	895,856	913,835	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	434,742	290,468	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	0	0	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	0	0	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

10/6/15

I confirm that these accounting statements were approved by the body on:



and recorded as minute reference:



Signed by Chair of meeting approving these accounting statements:



Date



Section 2 – Annual governance statement 2014/15

We acknowledge as the members of **NORFOLK RECORDS COMMITTEE** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the body:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

[Signature]

dated **[Date]**

Signed by:

Chair **[Signature]**

dated **[Date]**

Signed by:

Clerk **[Signature]**

dated **[Date]**

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor certificate and report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:

(continue on a separate sheet if required)

External auditor signature

External auditor name Date

Note: The Audit Commission issued guidance on its Standing Guidance which is applicable to external auditors working on 2014/15 accounts.

Section 4 – Annual internal audit report 2014/15 to

NORFOLK RECORDS COMMITTEE

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual taxation or levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.			✓
G Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit: **CARON BYE**

Signature of person who carried out the internal audit: **CBye** Date: **10/6/15**

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guides* which are updated from time to time and contain everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you may encounter.
- 2 Make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Financial Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your body holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements. You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guides*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guides* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Approval by the body confirmed by signature of Chair of meeting approving the accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All red boxes completed by internal audit and explanations provided?	

*Note: Governance and Accountability for Local Councils in England: A Practitioners' Guides is available from NALC and SLCC representatives on Governance and Accountability for the main Councils in England. A Practitioners' Guides is available from the ADA and the Association of District Authorities. For copies of the Guidance, please contact the NALC, SLCC or ADA websites. See the full address.

Appendix B: Annual Internal Audit Report

Norfolk Records Committee

Annual Return 2014-15

Note to Section 4 – Annual Internal Audit report

The Committee receives regular Financial Update reports, which appear on the Council's website.

The Record Office transactions are processed through and take their controls from the County Fund bank account.

Internal control objectives in relation to petty cash payments have not been covered during the financial year 2014-15 as there was no petty cash system in operation at the Record Office.

An audit of the Norfolk Record Office was conducted during 2013-14, covering financial information, records and transactions during the period March 2013 to February 2014 and the final report was issued on 24 March 2014. The audit opinion from that report was that procedures were acceptable and no recommendations for improvement were made. There have been no changes to key financial systems and processes since that audit, and it is considered that assurances from that audit remain in place during 2014-15.

Norfolk Records Committee is administered as part of Norfolk Country Council and as such their systems of internal control, including the arrangements for the management of risk, are those of Norfolk County Council. At its meeting on 18 June 2015, the Audit Committee for Norfolk County Council will

- review the effectiveness of its system of internal control,
- review the effectiveness of its internal audit,
- confirm its internal audit is adequate and effective.

Further details can be obtained through Norfolk County council's website.

Appendix C: Detailed income and expenditure account and balance sheet

Norfolk Records Committee Income and Expenditure Account 2014-15

	GL Report 2014-15	Audit costs	Support Service Recharge	CDC (finance & committee clerk)	Reserve Movements	Sub Total	County Council Contribution to surplus/deficit	Total
	£	£	£	£	£	£	£	£
Income	-280,974				166,707	-114,267		-114,267
Total Income	-280,974	0	0	0	166,707	-114,267	0	-114,267
Staff Expenditure	727,955					727,955		727,955
Other Expenditure	797,090	2,000	132,000	5,178	-22,433	913,835		913,835
Total Expenditure	1,525,045	2,000	132,000	5,178	-22,433	1,641,790	0	1,641,790
Net Cost of Service	1,244,071	2,000	132,000	5,178	144,274	1,527,523	0	1,527,523
Net Operating Expenditure	1,244,071	2,000	132,000	5,178	144,274	1,527,523	0	1,527,523
Contribution from Norfolk County Council	0	-2,000	-132,000	-5,178		-139,178	-1,244,071	-1,383,249
Surplus/Deficit	1,244,071	0	0	0	144,274	1,388,345	-1,244,071	144,274

Norfolk Records Committee Balance Sheet 2014-15

	2014-15 GL Report	iProc Accrual	PAYE Accrual	NIC Accrual	Pension Accrual	Adjusted Sub Total	Debtor Adjustment	Adjusted Total to Committee
	£	£	£	£	£	£	£	£
Current Assets								
Stocks and work in progress	24,396					24,396		24,396
Debtors	4,524					4,524		4,524
Cash Debtor (note 1)		22,005	5,293	6,538	9,310	43,146	262,324	305,470
Total Assets	28,920	22,005	5,293	6,538	9,310	72,066	262,324	334,390
Current Liabilities								
Creditors	(775)	(22,005)	(5,293)	(6,538)	(9,310)	(43,921)		(43,921)
Total Assets less Current Liabilities	28,145	0	0	0	0	28,145	262,324	290,468
Total Assets less Liabilities	28,145	0	0	0	0	28,145	262,324	290,468
Financed by:								
Earmarked Reserves:	(290,468)					(290,468)		(290,468)
Total Net Worth	(290,468)	0	0	0	0	(290,468)	0	(290,468)

Note 1: Cash debtor includes a balancing debtor adjustment of £262,342 to reflect the fact that the Norfolk Records Committee does not have its own bank account. This is effectively the balance on Norfolk County Council bank accounts relating to the Norfolk Records Committee.

NORFOLK RECORDS COMMITTEE

Item 10.

Report title:	Norfolk Record Office Fees and Charges
Date of meeting:	June 2015
Responsible Chief Officer:	Tom McCabe
Strategic impact This report presents the annual review of charges made by the Norfolk Record Office.	

Proposal

The Norfolk Records Committee is asked approve the charges outlined in the appendix to this report.

Background

- 1.1 The Norfolk Record Office provides a free searchroom service where visitors can view the Collection without charge. However, charges are made when additional services, such as printing and photography are required. As an alternative to visiting the searchrooms the NRO offers a number of remote access services.
- 1.2 There is no increase in any of the charges and the only change recommended related to reproduction fees for images. This recommends that where print runs are for 2000 or less copies of a publication the reproduction fees is waived and a copy of the publication is supplied upon request.
- 1.3 All charges outlined in this document may be waived or varied by the County Archivist wherever benefit to the service may arise by doing so

Financial Implications

- 2.1 None of the items contained in this report will significantly alter the income received by the Norfolk Record Office. The increase in revenue which is required for the coming year will be met through other streams and an increase in the levels of digitization offered under these fees and charges.

Officer Contact

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

Gary Tuson
County Archivist
Norfolk Record Office
The Archive Centre, Martineau Lane
Norwich, NR1 2DQ
Tel: 01603 222599 Email: gary.tuson@norfolk.gov.uk



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

Appendix

Copying Services and Price List June 2015 -2016

We offer a range of options for supplying copies and are happy to advise, without charge, as to the most suitable method of copying for particular documents. For detailed estimates of costs, however, we will charge for the time taken (see section 6).

Most documents can be copied by at least one method, but a minority of the NRO's holdings, including many architects' drawings of the last century or so, cannot be copied because of copyright and other restrictions.

All prices include VAT at the current rate; postage and packing is extra.

1. Photocopies

Suitable for loose papers and some other documents which readily lie flat and which are no bigger than A3 in size when opened out. **Not suitable** for large documents, pages from bound volumes, documents which are tied, sewn or pinned together in such a way that they would require folding back for copying, multi-membrane rolls or seals.

A4/A3 photocopies per sheet	£1.80
Photocopies of searchroom lists and other searchroom finding aids per sheet	50p
Please see also section 6 (Additional charges which may be applied to orders for copying).	

2. Printout copies from microfilm/fiche

Suitable for documents which are already available as microfilm or microfiche copies. Printout copies can either be supplied by staff or made by visitors to the NRO using a card purchased at NRO Reception. The card operates a self-service reader-printer in the searchroom.

A4/A3 black and white printout copies supplied by the NRO, per sheet	£1.80
Self-service black and white printout copies, per card (each card enables ten copies to be made at 50p per sheet)	£5.00 per printout card
Please see also section 6 (Additional charges which may be applied to orders for copying).	

3. Diazo duplicates of existing microfilm and microfiche

Suitable for documents which are already available as microfilm or microfiche copies and for customers who have access (for film) to a microfilm reader (for 16 mm film, a microfilm reader fitted with a high-magnification lens) or (for fiche) a microfiche reader. Most diazo duplicates result in a negative image (white writing on a black background).

Duplicate of 16 mm microfilm per reel	£60.00
Duplicate of 35 mm microfilm per reel	£60.00

Duplicate of existing fiche : minimum order of 10 fiche	£60.00
Each additional fiche thereafter	£6.00
Please see also section 6 (Additional charges which may be applied to orders for copying).	

4. Photography by visitors in the searchroom

Suitable for visitors who have their own cameras and wish to take their own photographs of original documents, microfilms or fiche and reference works in the searchroom.

30 minute permit	£4.00
Photography permit (per day)	£10.50
Photography permit (per week)	£35.00
Photography permit (four-weekly)	£70.00

5. Digital images

Suitable for most types of documents. Supplied as electronic images (normally jpegs) on CD.

Digital photographs from single document	£12.00 for single image or £24.00 for half hour of work
Please see also section 6 (Additional charges which may be applied to orders for copying).	

6. Additional charges which may be applied to orders for copying

In **addition** to the charges listed above, a fee of £48.00 per hour will be applied in the following circumstances:

- if conservation work is required to enable copying, e.g., flattening, removal of pins
- for locating documents or entries not readily identifiable (e.g., by a unique reference number) or for locating large numbers of items or entries
- for preparing detailed estimates of copying charges

7. Copies of sound recordings and electronic data

Electronic files supplied on CD: charge relates to the time taken to create the copy	£24.00 per half-hour (minimum charge)
--	---------------------------------------

8. Reproduction, Filming and Broadcast Fees

Prices quoted include VAT

Category	Fee
Filming Facility fee: for filming or TV companies filming, including rostrum photography, within Record Office premises,	£100 per hour
Staff Attendance Time	£48 per hour

Film/video flash fee, 10 seconds	£100
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Reproduction Fees

These are charged in addition to any duplication costs.

Category	Fee
Publication per image:	
For publications of 2000 or less copies	Copy of publication to be supplied to NRO on request
For publications of over 2000 copies:	
One Language Rights	£100
World Rights	£150

9. Other fees and charges

Searches, transcriptions and translations	Please see our separate information leaflet no. 2, <i>Research and Copying Service</i> , for details of these fees.
Copy birth, death and marriage certificates of Norfolk registration records	£11.00 for the first certificate with a reduced cost of £10 for subsequent certificates.
Priority Service	£21.00 Orders available for next day collection or next day despatch by first class post. Orders must be placed by 2pm to qualify. Those placed before the weekend or a bank holiday will be completed the next working day.
Motor Vehicle registration search – a one hour search is required and includes a copy if found	£48.00
Certification of facsimile copies of documents, per image (NB does not include creating the facsimile)	£26.40
Certification of transcripts, per 100 words (NB does not include making the transcript)	£26.40
Reproduction, Filming and Broadcast Fees. Please ask for the separate list of these charges.	
Annual charge for inclusion on Record Searchers' List	£50.00
Certificates (certified copies of entries of baptisms or marriages in church	Baptism certificate: £13.00.

registers held by the NRO)	Marriage certificate (pre-1837): £13.00. Marriage certificate (post-1837): £9.00. (VAT not applicable to these prices)
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Payment

Please do not send payment in advance unless you have been asked to do so. We will invoice you after the work is completed and you will also receive advice as to how to pay. However, the following information about payment may be useful before placing an order:

VAT

VAT is payable within the UK, and on goods/services supplied to countries within the European Union. It is not payable on supplies made outside the EU. If you require information about non-VAT prices, please contact us.

UK Customers

A minimum charge of £5 applies to orders paid for by cheque. A Norfolk County Council invoice will be issued for orders of £10 or more.

Non-UK Customers

A minimum charge of £10 applies, for which a Norfolk County Council invoice will be issued.

Please note: Sterling Money Orders cannot be accepted in payment. However, the NRO is able to accept credit/debit card payments at The Archive Centre.



If you need this leaflet in large print, audio, Braille, alternative format or in a different language, please contact the Norfolk Record Office on 01603 222599 and we will do our best to help.

Produced by:

Norfolk Record Office
The Archive Centre
Martineau Lane
Norwich
NR1 2DQ

Tel: 01603 222599
E-mail: norrec@norfolk.gov.uk
Website: <http://archives.norfolk.gov.uk/>



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NORFOLK RECORDS COMMITTEE

Item No. 11

Report title:	Medium and Long Term Planning for Norfolk Record Office
Date of meeting:	June 2015
Responsible Chief Officer:	Tom McCabe
Strategic impact This report is to provide members with background information on the Re-Imagining Norfolk proposals which were presented to NCC Policy and Resources Committee on 1 June and to afford members an opportunity of providing input into that process at an early stage.	
Proposal The Norfolk Records Committee is asked to note the contents of this report and comment upon it. Members are also asked to indicate the extent to which they wish to be involved in the consultation process.	

1 **Background: Norfolk Record Office Service Development**

- 1.1 At the May meeting of the Norfolk Records Committee a Service Plan was agreed which included five priorities for service development over the long term. These were:
- 1.2 Accommodation
Norfolk Record Office: The Archive Centre was designed with 15 years expansion space. The Norfolk Archives Committee has emphasised the need for a long term view of storage needs. To help address this a series of actions, aimed at maximising the use of existing space, will form a part of all service plans for the next six years and play an important role in the allocation of resources.
- 1.3 Audience development
The NRO's Collection has enormous potential for use by diverse audiences. To ensure that the benefits of using archives are felt, it is important that the NRO continues to develop new and different uses for the service.

- 1.4 Income generation and fundraising
The NRO needs to find new ways of supporting service delivery. Income generation has been the focus of much activity over the past two years, with planned increase from 60K per annum to 156K by 2016, and, whilst such work will continue, there will also need to be an increased emphasis on fund raising.
- 1.5 Digital Preservation
The NRO exists to collect, preserve and make accessible archives in any format. If it is to continue to do this, it must be able to handle the new types of digital record. This will require new skills to be developed by archivists, using new tools and processes. It must also be delivered at low cost. Collaborative work with other archives is likely to be key to successfully achieving this objective.
- 1.6 Alternative Methods of Service Delivery
The nature of interaction with archives is changing and, at the same time, there an increasing opportunity to provide services online. The NRO needs to embrace this by continually improving: the information it provides on its Collection; its support for users and access to the Collection.

2 Re-imagining Norfolk

- 2.1 Norfolk County Council is embarking on a new medium term planning process entitled Re-imagining Norfolk. This aims to address the significant savings which the Council has to make over the three years 2016/17, 2017/18 and 2018/19.
- 2.2 A full report was presented to the NCC Policy and Resources Committee on 1 June 2015. The full report is available on the NCC website. The Executive Summary from this report is reproduced below.
- 2.3 Policy and Resources Committee Report Executive Summary
- 2.4 In February this year, Full Council agreed the budget for 2015/16 and in so doing recognised that the next planning cycle would need a significantly different approach given the likely financial prospects ahead.
- 2.5 Re-Imagining Norfolk sets out a strategic direction for the Council which will radically change the role of the County Council and the way it delivers its services. It commits the authority to delivering the Council's vision and priorities for Norfolk, making clear that the future lies in working effectively across the whole public service on a local basis.

- 2.6 It sets out the financial prospects for local government which is one of continued austerity. Even after a sustained period of unprecedented efficiencies, savings and cuts, projections show a need to find over the three years 2016/17, 2017/18 and 2018/19 just under £149m. The Council has already identified and agreed savings over the same period of £33m, leaving a net shortfall to find of just under £111m. However, whilst this amounts to a 15% reduction, Policy and Resources is being asked to draw up plans to make savings of £169m. This represents a 25% reduction in addressable spend in order to give 'headroom' to make choices between different priorities.
- 2.7 Whilst this gap represents a 15% cut over the next three years, the committees are being asked to plan for a 25% reduction. Without pre-empting the outcome of planning, it is almost inevitable that some departments will not be able to reduce their spend by 15% in the three-year timeframe. The request for 25% reduction, is made in order to give Members an element of choice and to accommodate any anticipated shortfall in some areas.
- 2.8 This paper signals the start of what will be an extensive and wide-ranging planning cycle which will engage all committees and Members in shaping the future, in partnership with stakeholders, customers and residents.

3 Impact on Norfolk Record Office

- 3.1 Clearly this budget reduction will have a significant impact in the service which the Norfolk Record Office can deliver. This means that over the coming months serious consideration will have to be given to what type of service could be provided with 75% of the controllable spend available.
- 3.2 Considerable work has been carried out on aligning the Record Office with NCC priorities. These have included an increased level of volunteer support, work with vulnerable groups, collaborative work across the region, increased levels of income generation and better infrastructure through the Record Office's work with the Registration Service.

4 Consultation

The NRO will fully participate in the NCC consultation process, but will also need to consult with a number of stakeholder groups. These will include:

- Norfolk Records Committee members
- Staff
- Current users of the service in all its aspects including depositors
- Societies such as the Norfolk Records Society and Norfolk Family History

Society

- The National Archives, which oversees the Archive Accreditation process and the NRO's status as a place of deposit for public records
- The Heritage Lottery Fund, which provided funding for the Archive Centre

5 Financial Implications

- 5.1 Financial implications of different options will be detailed in future reports.

6 Issues, risks and innovation

- 6.1 This is an information report for members.

7 Background

- 9.1 This report refers to the Norfolk Record Office Service Plan which was approved by the Norfolk Records Committee in May 2015.

Officer Contact

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

Gary Tuson
County Archivist
Norfolk Record Office
The Archive Centre, Martineau Lane
Norwich, NR1 2DQ
Tel: 01603 222599
Email: gary.tuson@norfolk.gov.uk



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NORFOLK RECORDS COMMITTEE

Item No. 12

Report title:	Partnership Projects Update
Date of meeting:	June 2015
Responsible Chief Officer:	Tom McCabe
Strategic impact The Norfolk Record Office is working with various partners to secure funding for archive projects. Recently the NRO has been involved in two projects which have secured funding from the Heritage Lottery Fund. One is a Stage 1 pass which will allow a national project to proceed to a Stage 2 application, the other is a local project working with mental health charities which is now in the start-up phase.	

Proposal

The Norfolk Records Committee is asked to note the contents of this report and comment upon it.

1 Change Minds

- 1.1 The Norfolk Record Office has been working with two partners to develop a project based on the records of St Andrews Hospital, Norwich, called Change Minds. This led to an application to the Heritage Lottery Fund by one of the partners, the Restoration Trust, in March 2015. This application was successful and the project has secured a grant of £89,700.
- 1.2 Change Minds engages people living in North Norfolk on low incomes and with mental health conditions in an investigation of 19th Century case records the Norfolk County Asylum. The project will focus on the Male and Female Case books within the collection dating from 1846 – c.1888, (Ref SAH 259 – 272). These describe patients on admission, noting physical characteristics and medical history; they then detail observations about the patient, treatments given and, in many cases, their recovery and discharge. The impact of the records is brought home by the fact that many case notes are accompanied by photographs of the patient, both

on admission and discharge; perhaps the most powerful way of evoking a connection with people in the past.

- 1.3 A selection of cases will be digitized. These will provide the starting point for the participants' research, allowing them to focus on an individual whose story they will explore. As their work progresses they will develop skills in reading old handwriting and in carrying out personal research. For the latter they will use resources in the Record Office and in their local libraries. Each participant will be personally supported by the project co-ordinator in their local library, enabling them to develop skills in carrying out research online.
- 1.4 During the second term they work at the Belfry Arts Centre in Overstrand, where during a series of creative workshops, held with the support of the arts centre and the Writers' Centre Norwich, they will explore the historic and contemporary identity for people on low income with mental health conditions.
- 1.5 In the third term they will return to the Record Office to be trained in oral history techniques and to make a series of recordings which will be held by the NRO Sound Archive. The term will also include a visit to Gressenhall Farm and Workhouse.
- 1.6 These three terms will be repeated the following year for a second cohort. This second cohort will also work with volunteers from the first who want to stay involved in the project and help shape its future direction.
- 1.7 At the end of the second year there will be a series of exhibitions, events and publications celebrating the project. This will include an exhibition at the Norfolk Record Office, the Belfry and other locations in North Norfolk along with an event at the House of Commons.
- 1.8 Throughout, the project will be evaluated by an external consultant working with the NSFT addressing the research question:

Does a creative exploration of history and identity through archives achieve sustained, measurable health and wellbeing outcomes for people with mental health conditions?

There will also be a Reflective Practice Group, facilitated by an NSFT clinician, meeting 7 times during Change Minds. This evidence will be used to explore the ways that Change Minds can be used of future projects both local and national.

2 Save Our Sound

- 2.1 The Norfolk Record Office has been working with the British Library, as a potential regional hub, in an application to the Heritage Lottery Fund, for a project entitled *Save Our Sound*. The current plan is for each regional hub to host a sound engineer, a meta data specialist and project manager for years 2, 3 and 4 of the project (2018-2021). This would be funded by the project grant. The aim being that sound recordings from the NRO collections and elsewhere in the region are digitized and catalogued, thereby making this important resource fully accessible. The project will also engage with volunteers who will develop skills in describing sound archives, enabling them to help with detailed descriptions, thereby enhancing the catalogues. The NRO will also be a focus for the outreach activities to publicise the collections and encourage their use by a wide range of people.
- 2.2 In May the British Library was awarded a Stage 1 pass by the Heritage Lottery. This means that a potential £9.5 million of funding is available for the whole UK project if a Stage 2 pass can be secured. This would fund work by the British Library and the regional hubs. This would enable the British Library and its partners to:
- 2.3 - digitise and publish online up to 500,000 rare and unique sounds from the Library's own collections and those around the UK, including the Norfolk Record Office, which are most at risk. These would include recordings of local dialects and accents, oral histories, musical performances and plays, and vanishing wildlife sounds.
 - 2.4 - work with partner institutions, including the Norfolk Record Office, to develop a national preservation network via ten regional centres of archival excellence which will digitise, preserve and share the unique audio heritage found in their local area
 - 2.5 - run a major outreach programme to schools and communities, in Norfolk and elsewhere, to celebrate the UK's sound heritage, and raise awareness of this treasure trove of living history held in archives across the country
- 2.6 Over the next eighteenth months the NRO will work with the British Library to establish a list of collections to digitize and catalogue. As part of the initial planning, the Norfolk Record Office has submitted details of its sound holdings to the UK Sound Directory which is being created by the British Library. As of 31 March 2015, the Norfolk Record Office holds 11,071 sound recordings in 200 separate collections. The vast majority of recordings are unique and original recordings, rather than copies. The most common format is compact cassette (44%), followed by quarter inch open reel tape (22%) and then born digital audio files (18%). The

content of the NRO's holdings is predominantly spoken word (oral history and broadcast material).

5 Financial Implications

- 5.1 Funding for the Project Co-ordinator working on the *Change Minds* project will come from the Heritage Lottery Fund grant. Development work on the *Save our Sound* project is being carried out as part of the Partnership and Development Manager's role within the office.

6 Issues, risks and innovation

- 6.1 This is an information report for members. The Change Minds project is an important way in which the service can further help to support vulnerable people in the county. It represents an innovative way of using archives. The Save Our Sound project is an example of how the Norfolk Record Office's reputation as a centre of excellence helps attract project partners to the county.

Officer Contact

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

Gary Tuson
County Archivist
Norfolk Record Office
The Archive Centre, Martineau Lane
Norwich, NR1 2DQ
Tel: 01603 222599
Email: gary.tuson@norfolk.gov.uk



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