

Norfolk Records Committee

Minutes of the Meeting held on 26 June 2009

Present:

Norfolk County Council

Mr D Murphy (Chairman)
Mr R Rockcliffe
Dr F Williamson

Breckland District Council

Mr P Duigan

Broadland District Council

Mr J Bracey

Great Yarmouth Borough Council

Mrs M Coleman

King's Lynn and West Norfolk Borough Council

Mrs E Nockolds

Norwich City Council

Mr S Jeraj
Ms R Makoff

South Norfolk District Council

Dr C Kemp

Non-Voting Members

Co-Opted Member

Mr M Begley

Observer

Dr V Morgan

Representative of the Bishop of Norwich

Revd Charles Read

Representative of the Norfolk Record Society

Dr G A Metters

County Councillors Also Present:

Mr J Joyce

1 Apologies for Absence

Apologies for absence were received from Mr R Blower, Mrs V Gay, Mr R Jewson, Prof C Rawcliffe, and Prof R Wilson.

2 Election of Chairman

Mr Murphy was elected as Chairman of the Norfolk Records Committee for 2009-10.

3 Election of Vice-Chairman

Mrs Nockolds was elected as Vice-Chairman of the Norfolk Records Committee for 2009-10.

5 Minutes

The minutes of the previous meeting held on 1 May 2009 were confirmed by the Committee and signed by the Chairman.

6 Items of Urgent Business

There were no items of urgent business.

7 Declarations of Interest

There were no declarations of interest.

8 Accounts Approval and Urgent Business Sub-Committee

- 8.1 The annexed report (8) by the Head of Democratic Services was received. The report asked Members to re-appoint four Members (two County Councillors and two District Councillors) to serve on the Accounts Approval and Urgent Business Sub-Committee.

Resolved

- 8.2 That the following four Members be appointed to serve on the Accounts Approval and Urgent Business Sub-Committee for 2009-10:
- Mr Duigan
 - Mr Murphy
 - Mrs Nockolds
 - Mr Rockcliffe

9 Norfolk Audit Services: Annual Report 2008/09 on the Norfolk Records Committee

- 9.1 The annexed report (12) by the Chief Internal Auditor was received. The report introduced the Annual Report which summarised the internal audit work carried out in 2008-09, reported on Internal Audit's performance, provided assurance that financial, non-financial controls and risk management arrangements existed and were effective, and provided details of the relevant sections of the 2009-10 internal audit plan.
- 9.2 Members requested to receive, in either electronic or hard copy, the Anti-Fraud and Corruption Strategy document, which was described within the report. The Chief Internal Auditor explained that this strategy was being presented to the Audit Committee the following week for approval and following this would be available for circulation.

Resolved

- 9.3 That the Committee note the contents of the Annual Report for 2008-09 and its key messages.

10 Norfolk Records Committee: Annual Governance Statement 2008-09 and the Review of the Effectiveness of the Governance Framework, including the system of Internal Control

- 10.1 The annexed report (11) by the Chief Internal Auditor was received. The report introduced the proposed Annual Governance Statement 2008-09 and provided assurance that the organisation's governance framework, including the system of internal control, was adequate and effective.

Resolved

- 10.2 That the Committee note the contents of the report and to approve the Annual Governance Statement for signing by the Chairman and Director of Corporate Affairs and Cultural Services.

11 2008-09 Final Accounts

- 11.1 The annexed report (9) by the Head of Finance was received. The report detailed the final accounts of the Norfolk Records Committee for 2008-09.
- 11.2 During the discussion the following points were noted:
- In response to a question about the lower revenue budget for this year compared with the previous year, the Head of Corporate Accounting and Exchequer Services explained that each year the County Council was required to revalue its assets and that this had no impact on the Record Office's ability to run its service.
 - The Head of Corporate Accounting and Exchequer Services clarified that the Freedom of Information (FoI) service was not part of the committee's accounts and formed part of the County Council's budgetary responsibilities.
 - Members requested that in future a breakdown of the Fees and Charges were shown in this report.

Resolved

- 11.3 That the Committee approve the Joint Committee's Statement of Accounts for 2008-09.

12 Audit of the Statement of Accounts 2007-08

- 12.1 The annexed report (10) by the Head of Finance was received. The report detailed key issues identified during the audit of the 2007-08 Statement of Accounts by the Audit Commission.
- 12.2 The Head of Corporate Accounting and Exchequer Services highlighted that there was still no signed formal legal agreement for the Committee, but that it was agreed that this would be reviewed after the outcome of the Local Government Review (LGR).

Resolved

- 12.3 That the Committee note the report and endorse the proposed recommendation to review the need for a formal agreement for the Committee following the outcome of the LGR.

13 Norfolk Record Office Budget Report 2008/09

- 13.1 The annexed report (13) by the County Archivist was received. The report provided the Norfolk Records Committee with a service plan and budget out-turn report for the Norfolk Record Office for 2008/09 together with an early view of progress with the 2009/10 budget.

- 13.2 Finance and Business Support Manager for Cultural Services noted that the Service Plan was delivered within a break-even budget in a pressing year.

Resolved

- 13.3 That the Committee note the Record Office revenue budget and reserves and provision out-turn positions for 2008/09 and note progress with the service plan during 2008/09.

14 *Archives for the 21st Century: Consultation Draft*

- 14.1 The annexed report (14) by the County Archivist was received. The report summarised the consultation paper on archives issued recently by HM Government and asked Members to comment on it. The County Archivist would be responding on behalf of the Records Committee by 12 August 2009 to The National Archives (TNA) and he invited Members also to send their own personal responses as well.
- 14.2 During the discussion the following points were noted:
- There had been several government policies and strategies in the past which set out similar goals for local archive services. However, this new report did not mention that those previous policies and strategies had not had the impact desired because no government funding had followed.
 - Borrowing a phrase from the consultation draft, the County Archivist described what he called the 'cloak of invisibility' worn by the Norfolk Record Office and the need to remove it. Even some of those working closely with the Record Office did not always recognise its full potential. Good advocacy for the Record Office, both inside and outside the authority was therefore essential, and the same held good for the archive domain as a whole.
 - The County Archivist highlighted the five recommendations of the report, many of which were already part of the current and future objectives of the Record Office. However, the report missed two critical elements for delivering these outcomes—funding and resources. The onus seemed to be placed on local authorities.

Resolved

- 14.3 That the Committee note the report.

15 *Date and Time of Next Meeting*

The next meeting of the Norfolk Records Committee will be held at 10:30 a.m. on Friday, 13 November 2009 in The Green Room, The Archive Centre, Martineau Lane, Norwich.

The meeting commenced at 10:30 a.m. and ended at 11:50 a.m.

Mr D Murphy, Chairman



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