

Norfolk Records Committee

**Minutes of the Meeting held in the Cranworth Room, County Hall
on 03 November 2017 at 10:30am**

Present:

Norfolk County Council

Mr P Duigan
Mr R Hanton
Mr D Rowntree

Broadland District Council

Mr D Buck

Breckland Council

Mr R Kybird

Norwich City Council

Mr D Raby

South Norfolk District Council

Dr C J Kemp (Chairman)

Borough Council of King's Lynn and West Norfolk

Mrs E A Nockolds

Non-Voting Members

Co-Opted Members

Mr M R Begley
Prof. C Rawcliffe
Prof. R Wilson

Representative of the Norwich Record Society

Dr G A Metters

Observer

Dr V Morgan

Others Present

Mr G Tuson, the County Archivist

1. Chairman's Opening Comments

- 1.1 The Chairman opened the meeting by noting that this was the last meeting of Professor Richard Wilson, who had been a member of the Committee for over 20 years, half the life of the Committee. He thanked Professor Wilson for his assistance and support over the years as a Co-Opted member of the Committee.
- 1.2 Professor Wilson thanked the Committee; he had enjoyed his time on the Committee and found it fascinating; he saw the plans emerge for the Record Office and had seen it go from strength to strength to become the leading Record Office in the Country, something of which Norfolk and Norfolk County Council could be proud.

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

- 2.1 Apologies were received from Cllr J Brociek-Coulton, Mrs M Coleman and Mrs V Thomas **and Cllr A Claussen-Reynolds*. Also absent were ~~Cllr A Claussen-Reynolds~~; Mr Jewson and Revd Read.

3. Minutes

- 3.1 The minutes of the meeting held on the 30 June 2017 were agreed subject to an amendment to amend "Mr Morgan" in the Apologies to read "Dr Morgan". It was noted that the Committee would meet again in January 2018 because of the Council budget cycle and the requirement to agree the forecast for 2018/19.

**These minutes were amended at the meeting held on 12 January 2018. Please view the minutes of that meeting to view the changes made*

4. Declarations of Interest

- 4.1 The Chairman declared an interest as trustee of Norfolk Archives and Heritage Development Foundation (NORAH). He was no longer Chairman of the Charity as Chairman of the Committee but remained a Trustee.
- 4.2 It was **AGREED** that NORAH would be asked at their December 2017 meeting to agree that their minutes be made widely available and also circulated via Democratic Services in Norfolk Records Committee agendas or reports brought to the Committee.

5. Urgent Business

- 5.1 There were no matters of urgent business discussed.

6. Appointment of Co-opted Members

- 6.1 The Committee received the report asking them to consider the appointment of the non-voting Co-opted Members and Observer Member detailed in the report for the period 2017/2018.
- 6.2 The Committee:
- **CONFIRMED** the **APPOINTMENT** of Mr M R Begley and Prof C Rawcliffe as Co-opted Members for the period 2017/2018;
 - **CONFIRMED** the **APPOINTMENT** of Dr V Morgan as Observer Member for the period 2017/2018;
 - **AGREED** that the third co-opted member would be a representative of NORAH, (the name of whom would be confirmed at the next Committee meeting).

7. Finance and Risk

- 7.1.1 The Committee considered the report providing an update on the forecast financial year end position and for the Norfolk Records Committee for 2017/18
- 7.1.2 The County Archivist reported that an underspend was shown on salary and an underachievement on income; an adjustment was needed to the budget and as such the income target shown was an overestimate of around £100,000 which was being balanced by against an underspend on an overestimate of expenditure.
- 7.2.1 The County Archivist confirmed that the record service was now fully staffed although many posts were temporary. "Savings resulting from staff absences" had accrued from the recruitment time to replace staff who had left.
- 7.2.2 The flexibility of staff to take on other responsibilities was queried; the County Archivist discussed new functions taken on by the service related to death and birth certificates and recruitment of temporary staff to adapt to changes in functions.
- 7.2.3 It was queried what conversations were being held with other holders of record data. The County Archivist was aiming to ensure future online data sustainability by looking into search functionality and compatibility between systems; as such he had recently attended a HIAS (Heritage Information Access Strategy) meeting in London. Dr Morgan recalled that the interrogating meta level of enquiry for the Heritage Library and Record Office, NOAH (Norfolk Online Access to Heritage), which was terminated

due to non-compatibility with other systems, was a useful arrangement.

7.2.4 The importance of creating descriptions which enabled inexperienced users to access archives was noted.

7.3 The Committee **CONSIDERED** and **NOTED**:

- The forecast position of the revenue budget, reserves and provisions for 2017/18;
- The management of risk for 2017/18.

8. Performance Report

8.1 The Committee considered the report providing information on the activities of the Norfolk Record Office and performance against its service plan during the period 1 April 2017 – 30 September 2017

8.2.1 Mrs Nockolds queried whether the education transport detailed in the report was available in the Kings Lynn area. The County Archivist reported that this project had now ended; the project would be analysed for the Records Service and to allow Norfolk Archives and Heritage Development Foundation (NORAH) to see the impact of the grant they had given to the Record Office. Mrs Nockolds suggested that the course for Sixth form students be replicated in Kings Lynn.

8.2.2 Dr Morgan noted that the Joanna Scott Trust and Town Close Estate Charity had funded similar projects in the past.

8.2.3 It was suggested that the programmes offered may target academic students and practical activities may target those with other interests. The County Archivist clarified that activities such as Drawing the Churches and Christmas craft activities were provided to target different audiences.

8.2.4 It was confirmed that the school programme included the fee paying sector and that these schools were charged.

8.2.5 It was clarified that National Archives were applying to the Heritage Lottery Funding for the Bridging the Digital Gap project. To reach this stage in the process the NRO had formed a consortium with the University of Hull Archives, Borthwick Institute and the East Anglian Film Archive.

8.2.6 It was noted that the Kings Lynn archivist had been engaging the public in the Archive by holding family history training and open days for visitors.

8.2.7 Committee members would receive an email invitation to the Change Minds event on the 20 November 2017 at the Forum.

8.2.8 To allay concerns raised over what would happen when the Change Minds project ended; sessions had been held with community librarians to discuss with participants how they could continue using their skills gained during the project moving forward.

8.2.9 Use of original documents had been maintained and had started to rise while use of microfilm had reduced; overall, use of the collection had increased.

8.2.10 A discussion was held over the Reffley Society and the associated records which were held in the Archive; Mrs Nockolds asked whether these records could be stored at the

Kings Lynn Archive; the County Archivist **agreed** to consider this.


- 8.2.11 Archivemata's ability to protect different formats of documents, and to preserve information about creation, editors and key dates of files was discussed. The Linux test environment would allow for the resources required to move catalogue files to a new system to be assessed
- 8.2.12 There would be a resource implication involved with migrating files to the new system and external funding was being sought; it was necessary to review data storage to ensure it was standards compliant and as the current system was due for upgrade.
- 8.2.13 The County Archivist confirmed that the online catalogue was behind the Norfolk County Council firewall and had the same protections as Norfolk County Council data to protect it from cyber-attack; the system was not reliant on Windows XP.
- 8.2.14 The County Archivist clarified that films were not held at the Archive at that these would be outside the scope of the Sound Archive project. Sound Archive Project posts in would be advertised in early 2018.
- 8.2.15 The Chairman confirmed that Norfolk Records Committee meetings were open to the public.
- 8.3 The Committee **CONSIDERED** performance against the 2016/17 service plan and **NOTED** the progress to date.
- 8.4 The committee thanked Professor Wilson for his support and help over the years. Professor Wilson thanked the Committee; he had enjoyed his time on the Committee and felt that the Council should be proud of the Record Office.

Future Meetings:

Date	Time	Venue
12 January 2018	10:30	Green Room, Archive Centre, County Hall
6 April 2018	10:30	Green Room, Archive Centre, County Hall
29 June 2018	10:30	Green Room, Archive Centre, County Hall

The meeting ended at: 11.52

**Christopher Kemp,
Chairman of the Committee**

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