

NORFOLK RECORDS COMMITTEE

Date: Friday 1 July 2016

Time: 10:30am

Venue: King's Lynn Borough Archive, King's Lynn
Town Hall, Saturday Market Place, King's Lynn,
PE30 5DQ.
Enter via "Stories of Lynn".

Please Note:

Pay and Display parking is available in 'Saturday Market Place' or 'Tuesday Market Place'. Baker Lane carpark is approximately 5 minutes' walk away.

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

Membership

Mrs J Brociek-Coulton	Norfolk County Council
Mr D Buck	Substitute: Mike Sands
Ms D Carlo	Broadland District Council
Mrs A Claussen-Reynolds	Substitute: Mr S Dunn
Michael Chenery of Horsburgh	Norwich City Council
Mr P Duigan	North Norfolk District Council
Ms C Herries	Norfolk County Council
Dr C J Kemp	Substitute: Mr B Iles
Mrs E A Nockolds	Breckland District Council
Ms K S Robinson-Payne	Substitute: Cllr M Chapman-Allen
Mr P Smyth	Norwich City Council
Ms V Thomas	South Norfolk District Council
	Substitute:
	King's Lynn and West Norfolk Borough Council
	Great Yarmouth Borough Council
	Norfolk County Council
	Substitute: Fred Agnew
	Norwich City Council

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:**

Hollie Adams on 01603 223 029
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**

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To confirm the minutes of the meeting of the Norfolk Records Committee held on 22 April 2016.

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. **Finance and Risk Report**

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Report by the Executive Director of Communities and Environmental Services

- 8. Government Policy on Archives** **Page 14**
Report by the Executive Director of Communities and Environmental Services
- 9. The Norfolk Archives and Heritage Development Foundation** **Page 18**
Report by the Executive Director of Communities and Environmental Services.

10. Future Meetings

Date	Time	Venue
28 th October 2016	10.30	Green Room, NRO, Archive Centre
13 th January 2017	10.30	Green Room, NRO, Archive Centre

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

Date Agenda Published: 22nd June 2016



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Norfolk Records Committee

Minutes of the Meeting held on 22 April 2016

Present:

Norfolk County Council

Michael Chenery of Horsbrugh

Norwich City Council

Ms J Henderson

Ms C Herries

Broadland District Council

Mr S Dunn

South Norfolk District Council

Borough Council of King's Lynn and

West Norfolk

Mrs E Nockolds

Breckland Council

Mr P Duigan

Non-Voting Members

Co-Opted Member

Mr M Begley

Representative of the Norfolk Record Society

Dr G A Metters

Observer

Dr V Morgan

Representative of the Bishop of Norwich

Rev'd C Read

1. Apologies for Absence

- 1.1 Apologies for absence were received Mr D Buck (substituted by Mr S Dunn), Mr C Kemp, Ms V Thomas, Prof. R Wilson, Mr P Smyth, Ms D Carlo (substituted by Ms J Henderson) and Mr R Jewson.

2. Minutes

- 2.1 The minutes of the meeting held on 7 January 2016 were confirmed as an accurate record of the meeting and signed by the Chairman.

3. Urgent Business

- 3.1 There was no urgent business.

4. Members to declare any interests

- 4.1 There was no interests declared.

5. Finance and Risk Report

- 5.1 The Committee received the annexed report (5) from the Executive Director of Communities and Environmental services which covered the forecast position and risk management for the Norfolk Records Committee as at 29th February 2016.

- 5.2 The Committee, having considered the report, **RESOLVED** to;
- Note the performance with the revenue budget and reserves and provisions for 2015/16.
 - Note the management of risk for 2015/16.
 - Note the proposed budget savings for 2015/16 and beyond.

6. Performance Report

- 6.1 The Committee received the annexed report (6) from the Executive Director of Communities and Environmental Services which provided information on the activities of the Norfolk Record Office (NRO) and its performance against its service plan during the period between 1 October 2015 and 31 March 2016.
- 6.2 It was reported that the conference was well attended from all over the County. For future note, it would be beneficial to have one arranged in Kings Lynn.
- 6.3 It was noted that there had been a slight amendment to the plans for the building works to accommodate the registration service. A central desk in the search room was no longer needed. The Committee noted that there was an excellent service provided by the search room staff.
- 6.4 A short discussion was held regarding the etiquette of the searchroom. The improvement which were due to be made to the Archive Centre such as the glass box and the informal corridor would help reduce loud conversations.
- 6.5 Thanks and appreciation were given to the Norfolk Record Office for the work carried out on the Norwich City cataloguing project and on behalf of Kings Lynn Borough Council for the work at Town Hall with the new Record Office.
- 6.6 The Committee, having considered the report, **RESOLVED** to;
- Note the performance against the 2015/16 service plan and comment accordingly.

7. Service Plan 2016-17

- 7.1 The Committee received the annexed report (7) by the Executive Director of Communities and Environmental services which provided information on the Norfolk Record Office (NRO) Service Plan for 2016.
- 7.2 The Committee, having considered the report, **RESOLVED** to;
- Note the contents of the report.
 - Approve to adopt the service plan for 2016-2017.

8. Future Meetings

The dates of future meetings were noted.

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

The meeting concluded at 11.35am.

Dr C. J. Kemp, Chairman of the Committee



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Norfolk Records Committee

Item No 7

Report title:	Finance and Risk Report
Date of meeting:	1st July 2016
Responsible Chief Officer:	Tom McCabe – Executive Director Communities and Environmental Services
Strategic impact This report covers the final financial position and risk management for the Norfolk Records Committee in 2015/16 as at 31 st March 2016.	

Executive summary

This report covers the final Norfolk Records Office (NRO) budget out-turns for 2015/16. Section 1 covers progress with the NRO revenue budget for 2015/16, reserves and provisions and the capital programme, and savings applied to the revenue budget for 2016/17. Section 2 provides the Committee with an update on the service risk register.

The main issues for consideration by this Committee are:

- The NRO achieved a break-even position at the year-end
- 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 2015/16**
- **Management of risk for 2015/16**
- **Note the proposed budget savings for 2016/17 and beyond**

1. Revenue Budget

1.1 Financial Performance 2015/16

- 1.1.1 At the end of 2015/16, the NRO delivered an outturn balanced to budget. This is summarised in the table below.

Service	Approved budget £m	Forecast 2015/16 Outturn £m	+Over/- Underspend £m	Variance to budget
Employee related costs	0.800	0.756	-0.043	-5%
Premises	0.004	0.015	0.011	320%
Travel	0.003	0.003	0	-4%
Supplies & Services	0.069	0.050	-0.019	-28%
Third Party payments	0.001	0.003	0.002	220%
Support Services	0	0.003	0.003	0%
Depreciation	0.205	0.205	0	0%
Income	-0.280	-0.280	0.046	16%
Total	0.802	0.802	0	0%

- 1.1.4 The 2015/16 revenue budget includes Putting People First savings of £0.052m. These are for Increased Income generation (£0.020m), Reduced spend on equipment and conservation materials (£0.013m), Reduced spend on equipment and conservation materials (£0.013m), further reduction in document purchases and supplies (£0.006m). These savings are expected to be met.
- 1.1.5 During 15/16 the NRO revenue budget has increased by £0.110m. This adjustment is due to increased depreciation charge budget.

1.2 Capital programme

- 1.2.1 There is no capital programme for 2015/16.

1.3 Reserves and Provisions

1.3.1 The table summarising the 2015/16 position appears below.

- The Residual Insurance reserve was partially used in the year to support income raising activities in 2015/16.

Reserves and Provisions 2015/16	Balances at 01Apr15	Outturn at 31Mar16	Change
	£m	£m	£m
Norfolk Record Office			
Residual Insurance and Lottery Bids	0.278	0.205	-0.073
Unspent Grants & Contributions Reserve	0.012	0.012	0.000
Service Total	0.290	0.217	-0.073

1.4 2016/17 Budgets

While a number of budget savings were agreed for 2015/16 and beyond as part of the Putting People First consultation, changes to the financial environment mean further savings are required under Re-imagining Norfolk. However full Council agreed to pull suggested savings for the Records Office under Re-imagining Norfolk and therefore only those previously agreed savings are necessary, they are summarised as below:

	2016/17 £m	2017/18 £m	2018/19 £m
PPF20 – Increased Income Generation	-0.010	0	0
Total	-0.010	0	0

The effect of this on the 2016/17 budget is as follows:

Description	2015/16 Budget £m	Additional Costs 2016/17 £m	Savings 2016/17 £m	Cost Neutral Adjustments 2016/17 £m	Proposed 2016/17 Budget £m	Saving Reference
Employee related costs	0.776	0.018		0.029	0.823	
Premises	0.004				0.004	
Transport	0.004			-0.001	0.003	
Supplies & Services	0.069			-0.007	0.062	
Third Party Payments	0.001				0.001	
Depreciation & Impairment	0.206				0.206	
Income	-0.257	-0.001	-0.010	-0.022	-0.290	PPF20
Total	0.803	0.017	-0.010	-0.001	0.809	

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 January 2016. A summary of the risk register based on the most recent review of November 2015 appears at Appendix A.

2.2 The register contains five key risks, two of which are currently assessed as a 'medium' level risk, while three are assessed as 'low'.

2.3 All risks are being well managed. Three of the risks are showing 'Green – on schedule' progress towards achieving their target risk scores, and the other two are showing 'Amber' and with further planning should be met.

2.4 The impact of the 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 incurring an over spend. This risk is classed as 'Amber' as it is important that the Record Office maintains adequate staffing for those areas which generate this income. The risk is further mitigated by continuing to apply for external funding and explore income generating opportunities.

2.4.2 For RM13963 'Inability to continue collecting archives', an increased level of accessions has already reduced the available space more quickly than planned and this may recur. Maximising the use of available space through repackaging and storage by size is an important element in the Service Plan. This risk is classed as 'green' and is not expected to occur in 2016/17, and so will have no impact on the revenue position.

2.4.3 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 would reduce. This is mitigated through entering into commercial partnerships to improve access and planning for access to digital

images in search room. Contracts have been signed for web mounting parish records with some now available online and school records have been released. This risk is classed as 'green' and is not expected to occur in 2016/17, although there is a long term need to ensure that the NRO's metadata is enhanced and made accessible in new ways.

- 2.4.4 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 'Amber' however work has been carried out on existing digital holdings comply and an agreement has been reached with East of England Archive Council and the National Archives to work collaboratively on a regional solution.
- 2.4.5 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 roll out of specific Emergency Plan, in which staff have completed their training. This risk is classed as 'green' and is not expected to occur in 2016/17, and will have 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 of which members should be aware. Apart from those listed in the report (above), there are no other implications to take into account.

5. Background

There are no other documents to refer to.

Officer Contact

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

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Gary Tuson County Archivist	01603 222003	gary.tuson@norfolk.gov.uk



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Appendix A

Risk Register - Norfolk County Council

	Risk Register Name		Norfolk Record Office														Red				
	Prepared by		Gary Tuson														High				Amber
	Date updated		April 2016														Med				Green
	Next update due		October 2016														Low				Met
CDG/STP	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	2	4	8	Continued development of efficient and prioritised working practices Ensure staff are in place to maintain income generating activities Continue to explore opportunities for income generation	Income generation targets being reached. Discussions held with HLF Budget set for 2016/16 CIO established	2	3	6	31/03/2017	Amber	Gary Tuson	Gary Tuson	01/10/2016
S	Norfolk Record Office	RM13963	Inability to continue collecting archives	An increased level of accessions has reduced available space in strongrooms more quickly than planned and there may be further, unexpected increased levels.	27/02/2014	2	3	6	2	3	6	Actions to mitigate risk to be included in forthcoming service plans	Target for 30 cubic metres of storage to be created in 2015/16 met.	2	2	4	31/03/2017	Green	Gary Tuson	Gary Tuson	01/10/2016
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	3	3	9	• Use of commercial partnerships to improve access • Planning for access to digital images in searchroom under way	Contracts signed and school records now accessible online. Contracts for parish records in place and some online. More due in spring / summer 2016	2	3	6	31/03/2017	Green	Gary Tuson	Gary Tuson	01/10/2016
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 OAIS model.	27/02/2014	3	5	15	3	5	15	• Explore collaborative options for delivery of digital preservation • Develop staff skills • Continue to develop in-house procedure for handling digital objects	Pilot project has secured funding and partners	3	3	9	31/03/2017	Amber	Gary Tuson	Gary Tuson	01/10/2016
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	1	5	5	• Disaster / emergency plan training to be rolled out	Plan completed and management team training completed. This risk needs to be constantly managed and further review and training will be required in 2017/18	1	5	5	31/03/2018	Green	Gary Tuson	Gary Tuson	01/10/2016

Norfolk Records Committee

Item No 8

Report title:	Government Policy on Archives
Date of meeting:	1 July 2016
Responsible Chief Officer:	Tom McCabe

Executive Summary

This report provides members with background information on the development of a new government policy on archives by The National Archives.

Proposal

The Norfolk Records Committee is asked to note the report and make comments as appropriate.

Introduction

- 1.1 *Archives for the 21st Century*, the government policy on archives, was published in 2009 and refreshed with a new action plan in 2012. This set out five core objectives for the sector:
- i. Built to last – develop bigger and better services in partnership – working towards increased sustainability within the sector
 - ii. Effective, skilled workforce – strengthened leadership and a responsive, skilled workforce
 - iii. Digital by design – co-ordinated response to the growing challenge of managing digital information so that it is accessible now and remains discoverable in the future
 - iv. More accessible online – comprehensive online access for archive discovery through catalogues and to digitised archive content
 - v. Real outcomes through partnerships – active participation in cultural and learning partnerships promoting a sense of identity and place within the community.

Review of *Archives for the 21st Century*

- 2.1 In 2015, an independent review of *Archives for the 21st Century* was commissioned. This confirmed that the policy and subsequent action plans had prompted notable achievements in raising the profile of archives, increasing digital access and developing and delivering effective commercial and cultural partnerships. It also highlighted some of the emerging strategic priorities identified across the sector:

- i. Digital transformation
- ii. Financial resilience
- iii. Workforce capabilities
- iv. Sector leadership

Norfolk Record Office Alignment with *Archives for the 21st Century*

- 3.1 As a leading archive service, the NRO has contributed in many ways to achieving the objectives of *Archives for the 21st Century*. Some examples of this are given below.

Built to last

- 3.2 Three ways in which the NRO has enhanced the sustainability of its service are:
- i. Increasing the efficiency of its operations. For example, the ways in which documents are processed and catalogued has resulted in more effective use of staff time and an increased efficiency in cataloguing.
 - ii. Increasing the amount of its budget supported through income generation. The income generation target for the NRO has increased from £62K in 2013 to £171K this year.
 - iii. Savings in energy consumption. Through the archive management of its strongroom environments, where seasonal adjustment have been made to temperatures and systems have been shut down when the building is closed, significant savings on energy consumption have been made. This has led to an annual saving of around £40K compared to costs at the start of the decade.

Effective, skilled workforce

- 3.3 The NRO has continued to develop both its own workforce and archive skills within the sector. Actions have included; hosting trainees on the Transforming Archives programme; participation in the training provided by the Heritage Lottery Fund's Catalyst programme aimed at developing fundraising skills; and the development and sharing of conservation techniques by the conservation department.

Digital by design

- 3.4 As reported to the previous Record Committee, the NRO is taking an active role in developing digital preservation capacity and skills through a regional consortium.

More accessible online

- 3.5 The full NRO catalogue is now available on line although continuous improvement to enhance and improve the resource will be required.
- 3.6 Digital images have been web mounted through commercial partnerships and through projects such as the 2nd Air Division Digital Archive. The NRO was also a partner in the national consortium for the digitization of school records.

Real outcomes through partnerships

- 3.7 The NRO has a strong record of accomplishment in developing partnerships. Some recent examples include:
- i. The British Library Save Our Sounds project where the Norfolk Record Office is acting as a regional hub. This project will submit its stage 2 Heritage Lottery Fund Application later this year.
 - ii. Change Minds, mental health wellbeing project, where the NRO has worked in close partnership with local charities.
 - iii. The Eighth in the East Project where the NRO has been a partner in a regional HLF funded project.

A New Policy

- 4.1 The National Archives feels that the time is now right to build on the success of *Archives for the 21st Century* and develop a new policy. This fits in with its own plans as detailed in *Archives Inspire: The National Archives plans and priorities 2015–19*. Under its objective of being ‘an effective leader and partner for the archives sector, to sustain and develop the nation’s collection’ it lists its goals as:
- i. Influence the future through a new strategic approach which actively promotes the archival health of the nation
 - ii. Be a strong advocate for the sector to raise awareness of the importance and potential of archives
 - iii. Engage and collaborate with other archives to sustain vibrant collections and services
 - iv. Develop the funding and investment capacity and opportunities of the sector

to increase its financial sustainability

- v. Encourage creativity, good practice and the sharing of knowledge through programmes, surveys, tools and guidance

- 4.2 The development of this policy will involve a series of consultations with stakeholders, including the NRO, around the strategic priorities identified by the evaluation of the previous policy: digital transformation, innovation and financial resilience, people and education, and sector leadership.

Financial Implications

- 5.1 There are no direct financial implications relating to this report.

Issues, risks and innovation

- 6.1 Officers have considered all the implications of which members should be aware. Apart from those listed in the report (above), there are no other implications to take into account.

Background

- 5.1 *Archives for the 21st Century*, its updated version and its evaluation can be found at <http://www.nationalarchives.gov.uk/archives-sector/archives-21-century.htm>

Archives Inspire can be found at
<http://www.nationalarchives.gov.uk/documents/archives-inspire-2015-19.pdf>

Officer Contact

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

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Norfolk Records Committee

Item No 9

Report title:	The Norfolk Archives and Heritage Development Foundation
Date of meeting:	1 July 2016
Responsible Chief Officer:	Tom McCabe

Executive Summary

This report provides information on the Norfolk Archives and Heritage Development Foundation, known as NORAH, and the next steps now that it has been registered by the Charity Commission.

Proposal

The Norfolk Records Committee is asked to note the report and make comments or suggestions on how the charity's objectives might be furthered.

Introduction

- 1.1 In January 2015 the Norfolk Records Committee approved the use of reserves for a project to with the two objectives of supporting funding partnerships at both a local and national level and to develop fundraising. In relation to the latter objective the October 2015 Records Committee approved the establishment of a Charitable Incorporated Organization (CIO) which would act as a fundraising body to support the collection, preservation and use of archives in Norfolk for the advancement of education.
- 1.2 Following this decision, the NRO, with the support of nplaw, prepared and submitted an application to the Charity Commission for such a body. In May the NRO was informed that its application had been approved and that the Norfolk Archives and Heritage Development Foundations, commonly known as NORAH, had been registered and allocated Charity Number 1167279.

Charitable Object

1.2 The stated object of NORAH is:

The advancement of education for the public benefit, in the history of Norfolk by working in conjunction with the Norfolk Record Office and its partner organisations, in particular but not exclusively by funding;

- I. The acquisition, preservation and processing of records and printed materials worthy of permanent retention so they can be made accessible to the public by the Norfolk Record Office and its partner organisations,
- II. Projects and activities which engage different audiences with records and printed materials worthy of permanent retention.

Next Steps

2.1 Now that it has been registered, a number of actions need to be taken before NORAH can start to fulfil its charitable objectives.

2.2 Appointment of Trustees: For the purposes of registering NORAH the Charity Commission required three trustees to be in place. These are Dr Christopher Kemp, Michael Chenery of Horsburgh and Nick Patrick. Additional trustees, who can help NORAH achieve its charitable objectives and fulfil its governance requirements, will now be recruited.

2.3 Financial Arrangements: As well as setting up a bank account, NORAH also needs to register for Gift Aid. This will enable it to reclaim tax on donations from UK taxpayers.

2.4 Identity and Charity Information: To be effective in its activities NORAH needs to develop an identity of its own and provide information to the public on its objectives and activities. The first stage in establishing this identity will be the creation of a website

2.5 Donor Relations: NORAH also needs to ensure that it has systems in place to maintain relations with stakeholders and donors. A database has been set up for this purpose that will be used to record this information and ensure that the charity complies with Data Protection regulations.

2.6 Fundraising: NORAH will not be able to fulfil its charitable object unless it can raise funds. The Norfolk Records Committee will be consulted annually on a fundraising strategy for NORAH. During 2016/17 a recommendation will be made to the board of trustees that two areas of fundraising be prioritised.

- 2.7 • Donations. A new donation box will be purchased and placed in the Long Gallery at NRO: The Archive Centre. As part of the strategy for encouraging giving, people attending events at the Record Office such as the lunchtime lectures, will be invited to donate to NORA. In the longer term, alternative means of giving will be examined. This will include patron / friends schemes
- 2.8 • Local Campaign. The NRO will identify a document in need of conservation that relates to a particular town / locality in Norfolk and use this as the basis of a fundraising campaign. Currently a volume of miscellanea gathered in Diss during the 19th century is being assessed to determine if it is suitable.

3 **Financial Implications**

- 3.1 The NRO is providing support to NORA in its early stages. This is being funded from the £85,000 approved for this project in January 2015 and from the NRO budget.

4 **Issues, risks and innovation**

- 4.1 Officers have considered all the implications of 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**

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

Officer Contact

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

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