



NORFOLK RECORDS COMMITTEE

Date: Friday, 15 January 2010

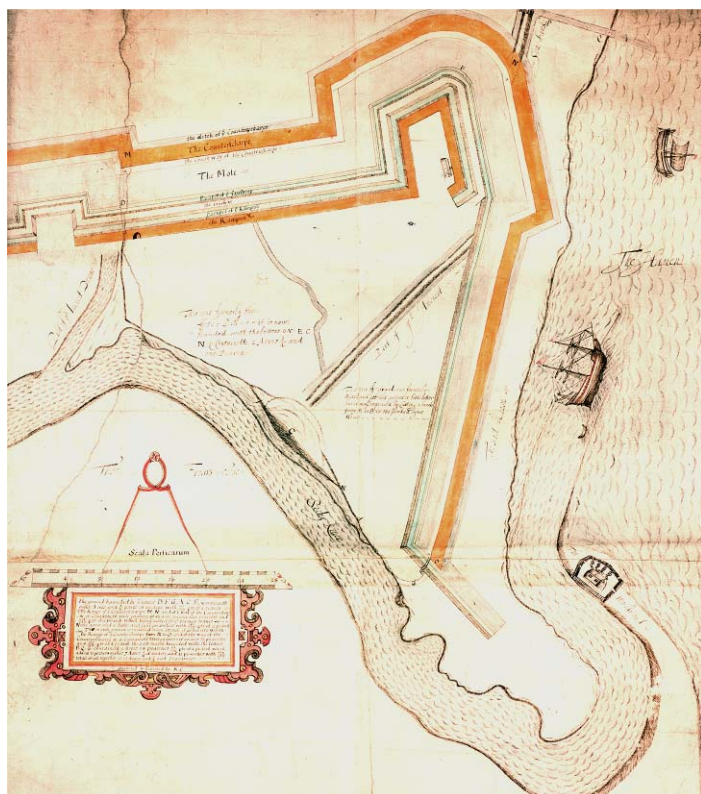
Time: 10.30am

Venue: The 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.



Plan of the fortifications near the Boal, at the southern end of Lynn, c. 1643-4, with the small fort at the World's End, built to cover the southern river approach to the town (King's Lynn Borough Archives, Bc 21)

From the *Norfolk, People and Parliament* exhibition in the Long Gallery at The Archive Centre.

Membership

Mr J W Bracey

Mrs M Coleman

Ms J Divers

Mr P J Duigan

Mrs V R Gay

Mr S Jeraj

Dr C J Kemp

Ms R Makoff

Mr D Murphy

Mrs E A Nockolds

Mr R Rockcliffe

Dr F Williamson

Broadland District Council

Substitute: Mrs S Hayes

Great Yarmouth Borough Council

Norwich City Council

Breckland District Council

Substitute: Mrs S Matthews

North Norfolk District Council

Norwich City Council

South Norfolk District Council

Norwich City Council

Norfolk County Council

King's Lynn and West Norfolk Borough Council

Norfolk County Council

Norfolk County Council

Substitute: Mr J Joyce

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:**

Kristen Jones on 01603 223053
or email kristen.jones@norfolk.gov.uk

A g e n d a

- 1. To receive apologies and details of any substitute members attending.**

- 2. Minutes**

(Page 1)

To confirm the minutes of the meeting of the Norfolk Records Committee held on 13 November 2009.

- 3. Matters of Urgent Business**

- 4. Members to Declare any Interests**

Please indicate whether the interest is a personal one only or one which is prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the member may speak and vote on the matter. Please note that if you are exempt from declaring a personal interest because it arises solely from your position on a body to which you were nominated by the County Council or a body exercising functions of a public nature (e.g. another local authority), you need only declare your interest if and when you intend to speak on a matter.

If a prejudicial interest is declared, the member should withdraw from the room whilst the matter is discussed unless members of the public are allowed to make representations, give evidence or answer questions about the matter, in which case you may attend the meeting for that purpose. You must immediately leave the room when you have finished or the meeting decides you have finished, if earlier.

These declarations apply to all those members present, whether the member is part of the meeting, attending to speak as a local member on an item or simply observing the meeting from the public seating area.

- 5. Norfolk Record Office – Performance and Budget Monitoring Report** (Page 7)

Report by the County Archivist.

- 6. Service and Budget Planning, 2010-13** (Page 11)

Report by the County Archivist.

7. Date and Time of Next Meeting

The next meeting of the Norfolk Records Committee will take place at **10:30am on Friday, 23 April 2010, in The Green Room, The Archive Centre.**

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

Date Agenda Published: 7 January 2010.



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Norfolk Records Committee

Minutes of the Meeting held on 13 November 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

Ms J Divers
Mr S Jeraj
Ms R Makoff

South Norfolk District Council

Dr C Kemp

Non-Voting Members

Co-Opted Member

Prof. C Rawcliffe
Prof. R Wilson

Representative of the Norfolk Record Society

Dr G A Metters

Representative of the Bishop of Norwich

Revd C Read

1. Apologies for Absence

Apologies for absence were received from Mrs V R Gay, Mr M R Begley, Mr R Jewson, and Dr V Morgan.

2. Minutes

The minutes of the previous meeting held on 26 June 2009 were confirmed by the Committee and signed by the Chairman.

3. Matters of Urgent Business

There were no items of urgent business.

4. Declarations of Interest

There were no declarations of interest.

5. Norfolk Record Office – Performance and Budget Monitoring Report

- 5.1 The annexed report (5) by the County Archivist was received. The report provided Members with an update of progress with the Record Office's Service Plan and Performance, together with an update of the budget position at the end of September 2009. Members were asked to note these two aspects of the report.

5.2 During the discussion the following points were made:

- Regarding the savings made on electricity costs, the exact figure was not yet known. This figure would be at least 25% savings but more specific details would be reported to the committee at its next meeting in January 2010.
- The question was asked whether there were any implications for using the ICT and manuscript reserve budgets for utilities costs. The Finance and Business Support Manager explained that reserves had been increased from support services savings in previous years to cover this eventuality. The reserves which were combined could be redistributed at a later date and there were no negative implications in the long term.
- The Finance and Business Support Manager responded to a question saying that there was no nationally recommended minimum level for service reserves and that the Norfolk Record Office (NRO) had increased these to an adequate level based on energy forecasts.
- The NRO has been publicly applauded at the recent Economic Development and Cultural Services Overview and Scrutiny Panel for its careful use of resources in exceeding exhibition targets and incurring no extra costs in doing so.

5.3 **Resolved**

To note the NRO's revenue and reserves and provisions budget monitoring position for 2009/10.

To note progress with service planning actions.

6. Service and Budget Planning 2010-13

6.1 The annexed report (6) by the County Archivist and Head of Finance was received. The report set out the main planning considerations by this committee and the context in which they were set. This included the financial position and the relevant performance and improvement considerations which related to the council's delivery of its corporate objectives. It also set out the overall funding prospects and spending pressures for the service and the draft, potential savings options for balancing the 2010/11 service budget. The report asked Members for their views and comments on these issues.

6.2 During the discussion the following points were made:

- Members requested that, for future reports, officers include within the table of the report, the percentage that the budget saving represented compared to the relevant area of budget being considered. This way Members would be able to see the proportionate impact of these increases and decreases in budget spending.
- It was clarified that, although it was known what the Government grant received by the local authority would be for 2010/11, Norfolk County Council (NCC) did not know what this figure might be for the following three years.

In addition, it was reasonable to assume that, taking into account the spending squeeze within the public sector, there would not only be no further increase in the level of the Government grant, but it may in fact decrease.

- The Finance and Business Support Manager explained that, with regard to energy prices, up until last year the NRO was subject to three-year contracts. However, through ESPO, the NRO now renews its contracts annually. Their contract currently was made up of six months of fixed prices and six months of floating or variable prices.
- Regarding where the largest savings could be made, the County Archivist explained that the two main elements of cost to the NRO were energy costs and staffing costs and there was little latitude to make savings elsewhere. However, when considering reducing these budgets, careful thought was needed to ensure that the quality of services was maintained. The NRO was considering options such as offering staff flexible or early retirement, but it was thought that some redundancies may be inevitable. It was noted legally, employees could request to work past the retirement age. However, the employer could decline this request, giving a good business case.
- Despite the economic downturn, the number of visits to the NRO had increased. The County Archivist agreed that it was particularly painful to reduce the number of exhibitions at a time when visitor numbers were increasing, but it was simply the reality of the economic situation. While some exhibitions of original documents would continue to be held, displays of posters and facsimiles of documents in the place of original documents would occur more often.
- In response to a question on the long term effect on the preservation of documents, the County Archivist said that some savings were having to be made by reducing the amount of packaging currently used for storing documents. However, the long term well-being of documents would be always borne in mind. As an example, he mentioned that, when documents arrived, a decision would be taken as to whether or not they needed to be boxed, with priority being given to those, such as loose papers, which needed the added protection of an enclosure.
- The Chairman welcomed the suggestion to encourage the creation of a supportive group of individuals who frequently used the NRO and understood the value of such a resource. These 'Friends of the Norfolk Record Office' could hopefully assist the NRO in raising external funds to help maintain the level of service. The County Archivist acknowledged this idea by saying it was a positive step and that he would do what he could to do this. However, he added that raising external funds through commercial sponsorship in the UK was not as straightforward and effective as it was in some other countries such as Belgium.
- In response to a question on the current level of staffing at the NRO, the County Archivist stated that there were 34 full time equivalent (FTE) posts which were covered by 38 employees.

To note the report.

7. Risk Register

7.1 The annexed report (7) by the County Archivist was received. This report asked the committee to note the latest version of the Norfolk Record Office's risk register and invited any comments.

7.2 During the discussion the following points were made:

- In response to a question regarding the possible risk presented by climate change, the County Archivist replied that this risk fits into Risk 6 (Loss of building systems and plant including non-delivery of suitable environment conditions).
- It was agreed that Risk 6 did not include the possible risk presented by climate change to those records stored outside the NRO and that this risk should be listed within the Risk Register as well.

7.3 Resolved

- To note the report.
- To add to the Risk Register the potential impact presented by climate change on records stored outside the NRO.

8. Periodic Report, 1 April – 30 September 2009

8.1 The annexed report (8) by the County Archivist was received. This report informed the committee in detail about the activities of the Norfolk Record Office during the period, giving Performance Indicators and listing the accessions received during the period. Members were asked to note the report.

8.2 During the discussion the following points were made:

- Volunteers were a vital resource of the NRO and the question was asked about what was being done and if anything more could be done to adequately recognise their contributions. The County Archivist gave the example of the 14 volunteers, working on the Record Office's joint project with the Parliamentary Archives, who had received training in research techniques and had acted as 'history detectives' to carry out research into five local commissioners named in the Land Tax Act, 1821. This Act, which at 378 metres, was the longest document in the Parliamentary Archives, was the focal point of the Parliamentary Archives' exhibition, *People and Parliament, Connecting with Communities*, held in Westminster Hall in July 2009. Norfolk's section was at the centre of this display. The 'history detectives' were rewarded in September with a special day in London, which included a tour of exclusive areas of the Palace of Westminster and the Parliamentary Archives.
- The County Archivist also noted that the Record Office had its own column in the *Eastern Daily Press (EDP) Sunday* supplement every week, in which some articles had highlighted the contributions of volunteers at the NRO.

- It was suggested that the County Archivist make contact with the Chairman's Office in regard to holding a reception in honour of the volunteers and the hours of hard work which they have contributed to the NRO.

8.3 **Resolved**

To note the report.

9. **Archive of G. King and Son Ltd Cataloguing Project**

Nick Sellwood (Senior Conservator) and Lucy Purvis (Archivist) gave a presentation on their work in connection with the Archive of G. King and Son Ltd cataloguing project. Members were invited to view the display which they had set up at the end of The Green Room following the close of the meeting.

10. **Exclusion of the Public**

10.1 The County Archivist presented the following reasoning for exclusion of the public and conclusion in respect of the public interest test:

10.2 The Norfolk Record Office (NRO) bids at auctions and acquires by private treaty sales documents of relevance to Norfolk, which fit within its Collections Policy. Prices of documents are increasing all the time, particularly because dealers' attitudes are 'to charge what the market can stand'. If prices paid by the NRO for documents were to become generally known publicly, this will have the effect of inflating the market. (Also, persons who might otherwise have donated or deposited documents might feel encouraged to charge for them.) Since public funds are involved in its purchases, the NRO operates a strict value for money policy and strives to pay no more than was necessary, while, at the same time, trying to ensure that no important documents are lost to Norfolk. Releasing information about prices paid for documents would have a significant detrimental impact on Norfolk County Council's commercial revenue and might put documents out of the NRO's financial reach, thereby losing part of the county's written heritage. It was therefore not in the public interest to release information about prices paid for document purchases.

10.3 **Resolved**

To exclude the public from the following item.

11. **Periodic Report: Appendix – Manuscripts Purchased, 1 April – 30 September 2009**

11.1 The annexed report (11) by the County Archivist was received. This report gave details of the documents purchased by the Norfolk Record Office during the period. Members were asked to note the report.

11.2 **Resolved**

To note the report.

12. **Date and Time of Next Meeting**

The next meeting of the Norfolk Records Committee will be held at 10:30 a.m. on Friday, 15 January 2010, in The Green Room, The Archive Centre, Martineau

Lane, Norwich.

The meeting ended at 12:00 noon.

Mr D Murphy, Chairman



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**Norfolk Record Office – Performance and
Budget Monitoring Report**

A report by the County Archivist

Executive Summary

This report provides Members of the Norfolk Records Committee with an update of performance together with a budget update for the period to 30 November 2009. The main issues for consideration by this Committee are:

- As at the end of November 2009, the forecast revenue out-turn for the Norfolk Record Office is for a balanced budget.
- Energy cost forecasts have been reviewed following revised contract prices effective from 1 October 2009 and are £0.050m lower than previously reported.
- Reserves and Provisions have been increased due to lower forecasts of energy costs.
- Performance indicators for the Record Office to 30 November indicate that the Archive Centre has significantly increased audience participation compared with last year.

Norfolk Records Committee members are asked to consider and comment on:

- Progress with performance and the revenue and reserves and provisions for the period to 30 November 2009.

1. Performance update

- 1.1 Service planning and performance updates appeared in the Quarter 2 progress report to this Committee in November 2009 and it is too early to report Quarter 3.
- 1.2 We can report good progress with service activity however for the period to 30 November 2009. Overall, Record Office visitors and persons engaged in Record Office events have increased from 21,001 to 47,652 compared with last year, a 127% increase. Further analysis of the increased usage of the Archive Centre shows:
 - Searchroom visits have increased by 7%
 - Meeting room visits have increased by 12%

- Usages (postal, email and telephone contacts) have increased by 11%
- Educational and Outreach visits indicate almost a threefold increase (285%). This exceptional increase (which is probably a one-off) has resulted mainly from the work on the 'Connecting with Communities: People and Parliament' project, in which the Record Office has been involved, in partnership with the Parliamentary Archives and Parliamentary Outreach, and which has attracted a national audience.

2. Revenue budget

- 2.1 Based on the position at the end of November 2009, the latest projections for the 2009/10 revenue budget indicates a break-even position for the Norfolk Record Office. The projection for this service appears in the table below. Expenditure to date is in line with the profile of expected spending including allowance for adjustments set out in the following paragraphs.
- 2.2 The Norfolk Record Office budget has reduced by £9,024 during 2009/10 for the claw-back of base budget for lower pay inflation.
- 2.3 The Norfolk Record Office budget includes funding of £92,350 for the Corporate Freedom of Information and £52,610 for the Data Protection service. The net NRO budget is therefore £1,378,466.
- 2.4 Energy contracts have been renewed from 1 October and a reduction of £0.050m to forecasts can be reported. It is stressed the energy cost reductions are estimates and therefore may change when we approach year-end. In addition there are also longer-term implications with 2010/11 budget pressures and savings and these are discussed in more detail in the accompanying report on this Committees' agenda. Despite this welcome news, staff at the NRO continue to find ways to operate the building as efficiently as possible in order to reduce energy consumption.
- 2.5 As a consequence of increased utility costs in this and prior years, the Norfolk Record Office has had to rely on reserves in order to balance the revenue budget and £0.113m was drawn down from reserves earlier in the financial year for this purpose. Due to the reduction in energy costs the revenue budget does not now require all of this drawdown and positive adjustments to reserves are discussed in section 4 of this report.
- 2.6 The table below sets out the service budget and forecast out-turn for the Norfolk Record Office.

Service	Approved budget £m	Forecast Outturn £m	Forecast +Over/- Underspend £m	Forecast +Over/Underspend as % of budget	Variance in forecast since last report £m
NRO	1.523	1.523	0	0%	0

3. Capital programme

- 3.1 There is currently no capital programme for the NRO or requirement to access Corporate Minor Works funding.

4. Reserves and Provisions

- 4.1 The changes in the forecast positions of reserves to 31 March 2010 are described below and in the following table:
- Earlier in the financial year, the Manuscript and ICT reserves were combined with the main reserve in order to support a forecast requirement and drawdown of £0.113m to the revenue budget.
 - In November 2009 we reported to this Committee that due to in-year savings from management of staff vacancies, reserves had subsequently been increased by £0.016m.
 - The reduction in energy costs enables the NRO to return a further £0.040m to reserves but the remaining £0.057m is still required to balance the 2009/10 revenue budget.
 - The County Archivist is currently reviewing the requirement for Manuscript and ICT reserves for 2010/11.

Reserves and Provisions 2009/10	Balances at 01Apr09	Forecast at 31Mar10	Change
	£M	£M	£M
Residual Insurance and Lottery Bids	0.308	0.323	0.015
Manuscript Reserve	0.038	0.000	-0.038
ICT Reserve	0.034	0.000	-0.034
Service Total	0.380	0.323	-0.057

5. Resource implications

- 5.1 The implications for resources including, financial, staff, property and IT are set out in Sections 2, 3 and 4 of this report.

6. Equality Impact Assessment (EqIA)

- 6.1 The Norfolk Record Office's Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on

meeting the needs of customers in relation to age, disability, gender, race, religion & belief and sexual orientation.

7. Section 17 – Crime and Disorder Act

7.1 There are no direct implications for Crime and Disorder within this report.

8. Conclusion

8.1 The Norfolk Record Office continues to forecast a break-even budget position for the revenue budget. Reductions in energy costs have reduced pressures on the revenue budget and enabled reserves and provisions to be increased.

9. Recommendation or Action Required

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

- Performance for the Norfolk Record Office together with revenue, capital programme and reserves and provisions budget monitoring positions for 2009/10.

Officer Contact

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

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Service and Financial Planning 2010-13

A report by the County Archivist

Executive Summary

At its November meeting, the Norfolk Records Committee considered a detailed report on proposals for service and financial planning for 2010/11-2012/13. This report updates the Committee on further information and changes affecting proposals. It includes confirmation of the Provisional Grant Settlement, information from the recent Pre-Budget Report 2009, updated information on revenue budget proposals and capital funding bids and the latest information on the cash limited budget for services relevant to this Committee.

The main issues and areas for consideration affecting the services covered by this Committee include:

- A review of pressures and savings since the November meeting of this Committee includes lower energy cost forecasts for the Norfolk Record Office, together with a Cultural Services Department budget transfer that leads to:
- A lowering of service pressures from £0.121m to £0.018m, resulting a savings reduction from £0.103m to £0m, and as a consequence:
- The removal of the historical deficit that has required the Norfolk Record Office to utilise reserves to balance the revenue budget in previous years.

Norfolk Records Committee members are asked to consider and comment on:

- The proposals contained within this paper in order to inform Cabinet discussion at its meeting on 25 January.

1. Background

- 1.1 Budget planning is part of an integrated approach to overall service planning, including reviewing and up-dating the County Council Plan. The proposals in this paper are part of that overall approach.
- 1.2 Overview and Scrutiny Panels and Joint Committees received service and budget planning reports in November 2009 identifying key contextual issues and service

challenges together with Cabinet Member and Chief Officer proposals towards delivering the County Council's Objectives within the agreed financial planning framework. Planning carried out during the year and prior to the announcement of the Provisional Grant Settlement has been based on financial planning assumptions, which included:

- Cash uplift for services 2.5% (adjusted for pay assumptions)
- Price inflation - 2% general prices and 4% transport prices
- No uplift for independent and voluntary sector care providers
- Pay freeze for 2010/11

- 1.3 Decisions on the final allocation of resources will reflect the delivery of the County Council's Objectives and improvement priorities. At the Committee meeting in November, Members were asked to consider and comment on the revenue budgets and capital programme proposals in light of the information then provided, in order to help inform Cabinet Members' discussions.
- 1.4 This paper updates Members on the Government's financial settlement for Norfolk. It also reports further work to prioritise bids for capital funding. Overview and Scrutiny Panels and Joint Committees are asked to consider the implications in relation to their own service areas for report back to and consideration by Cabinet at its meeting on 25 January 2010.

2. Council Objectives and Service Planning Preparation

- 2.1 This Committee regularly receives relevant performance information against the current corporate objectives. In addition, progress against actions in the County Council Plan and service plans is reported regularly and the latest report is included elsewhere on this agenda. Proposed changes to the 2011/12 budget plan for the Norfolk Records Office reported to this Committee in November and discussed in section 5 of this report, will have the effect of removing the need for any budget savings from the 2010/11 service plan.

3. Provisional Local Government Finance Settlement 2010/11 and the Pre-Budget Report 2009

- 3.1 The Provisional Settlement was announced on 26 November 2009, covering the single year 2010/11. It has been issued for consultation with responses due back to Communities and Local Government by 6 January 2010. The final Settlement is usually announced towards the end of January/early February.
- 3.2 This confirms the position for Norfolk County Council announced in the three-year settlement in January 2008 and previously reported to this Panel. The only change relates to some redistribution of the funding totals for shire counties and districts reflecting local government restructuring decisions. This has not affected the Norfolk total, which for 2010/11 is £238.25m – an increase of £12m (5.3%).
- 3.3 The settlement confirmed funding for Area Based Grant and specific government grants. There are no Area Based Grant implications for this Committee.

- 3.4 One matter within the Settlement is drawn to Members' attention. A new grant formula was introduced in 2006/07 for education and social services authorities, which produced both winners and losers under the revised set of indicators. Norfolk gains under the new formula allocation. However, because there were some councils which would have suffered significant loss of grant and because of the implications on council tax levels in those 'losing' councils, the Government introduced a transitional 'damping' mechanism to phase in the impact of the new formula. The damping adjustment is self-funding, with gaining Councils having their grant abated to support the 'losing' Councils.
- 3.5 In practice, the damping mechanism has not been phased out and Norfolk's grant has been abated by a total of £96.8m over the four years 2006/07 to 2009/10. The reduction in grant for 2010/11 is £21.973m. In other words, but for damping, we would receive close to £22m more grant, with that higher level of grant properly reflecting the Government's own calculation of what Norfolk should be receiving. To put this sum into context, £22m equates to over 6% on Council Tax.
- 3.6 The Chancellor's Pre-Budget Report 2009 was announced 9 December. In the report the Chancellor set a cap on public sector pay of 1% from 2011. In addition he plans to increase National Insurance contributions by a further 0.5% from April 2011. This is in addition to the 0.5% increase previously announced. Our budget plans for future years are therefore amended to reflect these changes and the total additional cost pressures shown within in Appendix A are based upon a 1% increase in pay inflation in 2011/12 and 2012/13 and a 1% increase in national insurance contributions in 2011/12.
- 3.7 The Pre-Budget Report does not provide local authority level detail of our future grant settlements. However, the prospects for public spending set out in the Report endorse the assumed grant freeze on which the Council is planning for 2011/12 onwards.

4. Norfolk Records Committee Comments

- 4.1 On the basis of the planning context and budget planning assumptions, this Committee considered planning proposals and issues of particular significance in November. At that meeting, the following issues were identified as having particular impact on service delivery and achievement of the Council's priorities.
- This Committee discussed concerns over the proposed budget savings in relation to the size of the relevant individual budgets. In view of these concerns and also in view of lower energy cost forecasts, the Cultural Services Department is proposing to make budget transfers to the Record Office in order to remove the historical revenue budget deficit. Details of these changes appear in section 5 of this report.

Earlier comments and any arising from this meeting will be reflected in the budget report to Cabinet on 25 January.

5. Revenue Budget Proposals

5.1 The attached proposals set out the proposed cash limited budget. This is based on the cost pressures and budget savings reported to this Committee in November that have been amended in view of lower energy cost forecasts. The driver for these reductions is the change in NCC contract prices that took place on 1 October 2009 and where contract prices have fallen by up to 30%. The proposed changes, as they impact on individual services, are discussed below:

- Energy cost reductions for the Norfolk Record Office reduces the historical revenue deficit from £0.100m to £0.050m.
- Members will have noted the proposal contained in the Executive Summary to transfer budget by the Cultural Services Department. We have wanted to do this before but the funding has not been available. We are now able to do this following an overall departmental reduction in energy cost of £0.198m.
- It is proposed to transfer £0.022m from the Norfolk Museums and Archaeology Service revenue budget and also £0.028m from the Norfolk Library and Information (NLIS) Service budget to the Norfolk Record Office in order to remove their budget deficit.
- As a consequence service pressures are reduced from £0.121m to £0.018m and consequently a savings reduction from £0.103m to £0m.
- This means the Record Office does not have to make any savings for 2010/11 and will be able to approach the 2011/12 and 2012/13 budget round with a 'clean sheet'.

5.2 Appendix A1 shows:

- Total Cost pressures which impact on the Council Tax
- Total Budget Savings
- Transfer of specific grants to Area Based Grant
- Transfers of responsibility from Central to Local Government
- Cost neutral changes, i.e., budget changes which across the Council do not impact on the overall Council Tax, but which need to be reflected as part of each service's cash limited budget. Examples are depreciation charges, changes to area based grant and changes to office accommodation charges.

5.3 All budget planning proposals have been considered in light of their impact on corporate objectives, performance, risk, value for money, equalities and community cohesion and sustainability. This has included a high-level single impact assessment. Key implications for consideration were reported to this Panel in November. Due to the revised budget proposals set out in section 5.1 above all of the risks highlighted in the November report have been removed for 2010/11.

6. Capital Programme

- 6.1 In accordance with the Capital Strategy, departments have submitted bids for capital funding to the Corporate Capital and Asset Management Group (CCAMG). Overview and Scrutiny Committees and Joint Committees considered these bids at their November meeting and comments were passed to CCAMG.
- 6.2 CCAMG has prioritised these bids using the Council's Capital Prioritisation Model. The prioritised list is shown in Appendix B, including the scores achieved by each bid. Following the Government's announcement of capital grant for 2010-11 all sources of funding for capital schemes are being assessed to ensure the most cost effective use of capital funding. Any changes to the submitted bids may affect the current scores and prioritisation. Cabinet will consider the prioritised list on 25 January 2010, where the prioritisation will be reviewed (and may be amended). Cabinet will also consider, alongside revenue requirements, the level of funding that can be made available to fund the bids, and will recommend to Council which bids are included in the capital programme.
- 6.3 There are no direct capital implications for this Committee contained in Appendix B which is shown for information only.

7. Resource Implications

- 7.1 The implications for resources including, financial, staff, property and IT are set out in Sections 5 and 6 of this report and within the Appendices.

8. Equality Impact Assessment (EqIA):

- 8.1 The Norfolk Record Office's Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion & belief and sexual orientation.

9. Section 17 – Crime and Disorder Act

- 9.1 There are no direct implications for Crime and Disorder within this report.

10. Action Required

- 10.1 Members are asked to consider and comment on the proposals contained within this paper and to consider the prioritised bids for capital funding, in order to inform Cabinet discussion at its meeting on 25 January 2010.

Officer Contact

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

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Norfolk Record Office

Appendix A1

2010-13 Revenue Budget Estimates	2010-11	2011-12	2012-13
	£000	£000	£000
2009-10 Original Budget	1,533	1,730	1,730
Adjustments to Base			
Additional Cost Pressures	18	50	45
Budget Savings	0	(50)	(45)
Departmental Transfer	50		
Sub-total	1,601	1,730	1,730
Cost Neutral Changes			
Depreciation Charges	(4)		
REFCUS Charges			
Grant on REFCUS Charges			
Debt Management Expenses			
Grant and Contributions Deferred	138		
Office Accommodation	0		
Desktop Refresh budget transfer	(2)		
Data and Voice budget transfer	(3)		
Sub-total	129		
Cash Limited Budget	1,730	1,730	1,730
Budget Uplift for Planning Purposes	18	0	0

Explanations of technical terms within Cost Neutral Changes – see Appendix A2

Figures in () indicate a reduction.

Explanations of terms within Cost Neutral Changes

Appendix A2

Depreciation Charges: The cost of an asset that is written off over its life

REFCUS Charges: Revenue expenditure funded from Capital under statute

Grant on REFCUS Charges: Grant written off to Revenue over the asset life

Debt Management Expenses: Costs charged to revenue as 0.2% depreciation

Grant and Contributions Deferred: Grant written off to Revenue over the asset life

Office Accommodation: Rates and Building Maintenance Fund increases

Desktop Refresh: The transfer of service budget to cover the central cost of programmed ICT replacements

Corporate Bids considered by Corporate Capital asset management group

Departmental	Capital Bids	CCAMG moderated score	Profile of Requirements for NCC Capital (£M)				Total All years £'000
			2010/11 £'000	2011/12 £'000	2012/13 £'000	2013/14 + £'000	
Corporate Property	Corporate Minor Works 2011/12	400	-	-	1.230	-	1.230
Corporate Property	Disability Discrimination Act (DDA) Works	367	0.130	0.130	0.130	-	0.390
Corporate Property	Carbon & Energy Reduction Fund (CERF)	364	2.900	3.125	3.350	4.550	13.925
Children's Services	Norwich Professional Development Centre - Accessibility Improvements	361	0.175	-	-	-	0.175
Planning & Transportation	Hethel Engineering Centre - Extensions	294	0.950	-	-	-	0.950
Planning & Transportation	North Norfolk Centre for Enterprise	275	0.250	0.250	-	-	0.500
Corporate Property	Seven Primary School Development Projects - Supplementary Improvements in BREEAM Specification	227	0.400	0.250	-	-	0.650
Adult Social Services	Church Green & Faro Lodge Respite Care Development	210	1.000	-	-	-	1.000
Planning & Transportation	Great Yarmouth Railway Sidings	186	0.035	-	-	-	0.035
			5.840	3.755	4.710	4.550	18.855