

# NORFOLK RECORDS COMMITTEE

Date: Friday 13 January 2012

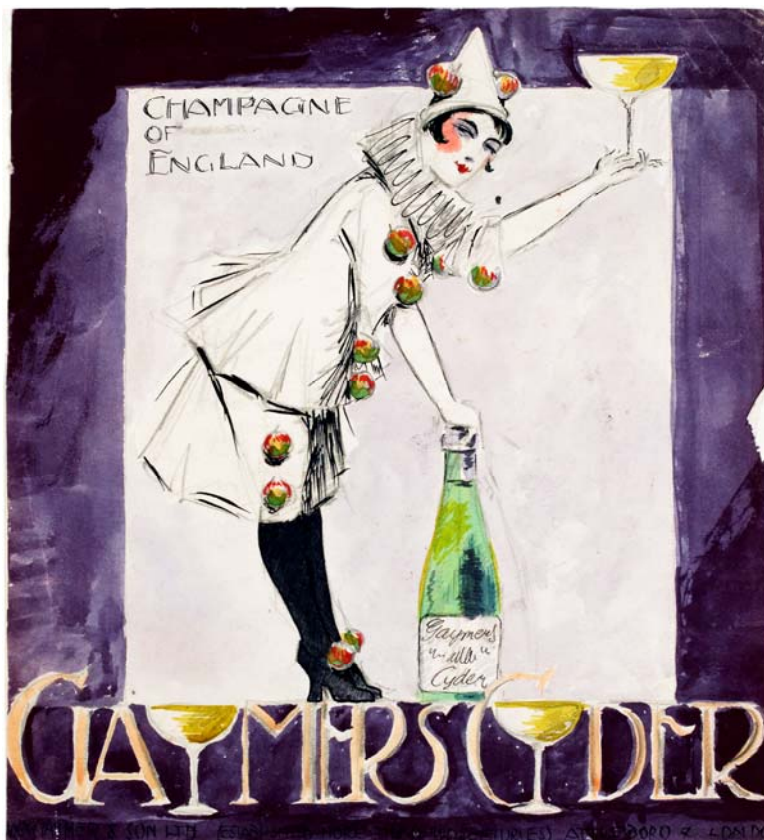
Time: 10.30am

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.**



Artwork for the design of a poster advertising Gaymer's Cyder, 1920s.

From the archive of the Attleborough-based cider manufacturers, William Gaymer and Son Ltd (Norfolk Record Office, GAY 2/76).

## **Membership**

Mr J W Bracey

Ms D Carlo

Mrs A Claussen-Reynolds

Mrs M Coleman

Mr P J Duigan

Dr C J Kemp

Mr D Murphy

Mrs E A Nockolds

Mr R Rockcliffe

Mr M Sands

Ms V Thomas

Mr G Jones

Broadland District Council

Substitute: Mrs B Rix

Norwich City Council

North Norfolk District Council

Great Yarmouth Borough Council

Breckland District Council

Substitute: Mrs S Matthews

South Norfolk District Council

Substitute: Mr T Blowfield

Norfolk County Council

Substitute: Mrs J Leggett

King's Lynn and West Norfolk Borough Council

Norfolk County Council

Substitute: Mrs J Leggett

Norwich City Council

Norwich City 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 [committees@norfolk.gov.uk](mailto:committees@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 18 November 2011.

- 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 Report 2011/12** (Page 9)

Report by the County Archivist

- 6. Norfolk Record Office – Service and Budget Planning 2012 to 2014** (Page 14)

Report by the County Archivist

- 7. Free Online Resource from the Norfolk Record Office** (Page 22)

Report by the County Archivist

## **8. Exclusion of the Public**

The committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds it involves the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The committee will be presented with the conclusion of the public interest test carried out by the report author and is recommended to confirm the exclusion.

## **9. Exempt Minutes from the Previous Meeting (Page 27)**

To confirm the exempt minutes of the meeting of the Norfolk Records Committee held on 18 November 2011.

## **10. Future Meetings**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday 27 April	10:30am	The Green Room, Archive Centre
Friday 22 June	10:30am	The Green Room, Archive Centre
Friday 23 November	10:30am	The Green Room, Archive Centre

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

Date Agenda Published: 5 January 2012



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# **Norfolk Records Committee**

## **Minutes of the Meeting held on 18 November 2011**

### **Present:**

#### **Norfolk County Council**

Mr D Murphy (Chairman)  
Mr R Rockcliffe

#### **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 D Carlo  
Ms V Thomas

#### **South Norfolk District Council**

Dr C J Kemp

### **Non-Voting Members**

#### **Co-Opted Member**

Mr M Begley  
Prof R Wilson

#### **Representative of the Norfolk Record Society**

Dr G A Metters

#### **Representative of the Bishop of Norwich**

Revd C Read

#### **Observer**

Dr V Morgan

### **1. Apologies for Absence**

Apologies for absence were received from Mrs A Claussen-Reynolds, Prof C Rawcliffe, and Mr R Jewson.

### **2. Minutes**

The minutes of the previous meeting held on 24 June 2011 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 Report, 2011/12**

- 5.1 The annexed report (5) by the County Archivist was received. It provided information on performance against service plans and budget out-turn information for 2011/12 for the Norfolk Record Office (NRO).

5.2 The County Archivist wished to express his sincere gratitude to a few individuals and organisations who had supported the NRO over the past several months:

- Prof Rawcliffe had written a letter of support for the NRO's successful application, which resulted in the medieval records of The Great Hospital in Norwich achieving United Nations Educational, Scientific and Cultural Organisation (UNESCO) status in May, though inscription in the UNESCO UK Memory of the World Register.
- Prof Wilson had written a strong recommendation in support of the NRO's bid for external grant funding. This resulted in the NRO being named the 2011 winner of the Business Archives Council's (BAC) prestigious Cataloguing Grant for Business Archives.
- The NRO's recently completed Evelyn Cohen and Jordan Uttal Memorial Cataloguing Project (2<sup>nd</sup> Air Division Archive) had benefited from grants from the 2<sup>nd</sup> Air Division Association and the Norfolk Library and Information Service.

## **RESOLVED**

5.3 To note the performance with the 2011/12 service plans.

5.4 To note the performance with the revenue budget and reserves and provisions for 2011/12.

## **6. Norfolk Record Office Service and Budget Planning 2012 to 2014**

6.1 The annexed report (6) by the County Archivist was received. It set out the financial and planning context for the Norfolk Record Office (NRO) for the next two years. It included a detailed list of revenue costs and pressures facing the service, a detailed list of savings proposals for the service, and information concerning the departmental capital programme.

6.2 During the discussion the following points were noted:

- Members asked whether there was a NRO 'Friends' group. The County Archivist replied that while there was no formal 'Friends' group, the NRO worked with many external partners and organisations to promote the work of the NRO. He added that the NRO had a relatively large number of high-quality volunteers who offered their help within the service. These volunteers required initial training, which could be time-consuming, but this was considered to be an investment beneficial to the NRO and to the archive sector as a whole.
- Members asked whether the NRO was developing its own performance indicators or whether it was adopting those from The National Archives. The County Archivist noted that there were no national performance indicators for archives and that the NRO worked to local indicators. There was a need to keep those indicators under review. For example, one performance indicator did not always accurately reflect visitor numbers. He stated that there had been a slight downward trend in visitor numbers but this had been expected following the hugely successful Parliamentary

Archives exhibition and outreach programme. Other more recent factors included the downturn in the general economic climate, the increased costs associated with travelling to the NRO and a greatly increased number of online images of archives which were being used more often by the public as an alternative to visiting the NRO. He suggested that a performance indicator which took into account the use of online archives may be more accurate.

## **RESOLVED**

### **6.3 To agree:**

- The revised service and financial planning context assumption;
- The revised spending pressures and savings for the NRO; and
- The proposed list of new and amended capital schemes.

## **7. Risk Register**

7.1 The annexed report (7) by the County Archivist was received. The report asked the Committee to note the latest version of the Norfolk Record Office's Risk Register and invited Member comments.

7.2 During the discussion the following points were noted:

- The County Archivist highlighted Risk 2 in the Risk Register which related to a lack of clarity in roles and responsibilities of partnerships that may lead to capacity issues and potential drains on business as usual which may create a negative reputation with potential to have an effect in relation to funding. He explained that the designation of 'Amber' was perhaps overly cautious and that the situation in relation to this risk was not as significant as the colour rating may suggest. He stated that position of the East Anglian Film Archive seems recently to have improved. The Film Archive had previously suffered from the demise of Screen East and there had been questions over its funding by the University of East Anglia (UEA). However, it was reassuring that Prof John Charmley, the associate dean newly responsible for the Film Archive, clearly recognised the importance of the Film Archive.
- Members highlighted the risk of losing highly-qualified and experienced staff and then not finding replacements for them.
- Members stated that an issue to consider related to the Localism Act, 2011 and the Community Asset Register for which the Act provided. Under this Act, Norwich City Council could be required to list the Archive Centre as a Community Asset and this might entitle members of the public to bid to take on the responsibility for running the services provided. It was suggested that this issue be listed within the Risk Register.
- It was clarified that Risk 3, which related to the ICT service related to both temporary and permanent failures. However, the County Archivist stated that permanent failure was nearly impossible due to the numerous back-up systems in place. He also stated that recently there had been improvements in the support the NRO received from the Corporate ICT

team.

- It was clarified that the ICT service 'down time' at weekends was due to the server upgrades and the transfer process to the new service. It was suggested that when there was a scheduled 'down time' that this should be advertised and show on the web before and during the 'down time'.

## **RESOLVED**

7.3 To note the NRO's Risk Register, as revised on 13 October 2011.

## **8. 'Leading the Nation's Archives': The National Archives' Sectoral Role**

8.1 The annexed report (8) by the County Archivist was received. The report gave details of the known changes affecting the archive sector, following the recent transfer of responsibility for archives from the Museums, Libraries and Archives Council (MLA) to The National Archives.

8.2 During the discussion the following points were noted:

- Some Members felt that, in some ways, the changes were not bad for archives, which were used to being the worst-funded domain compared with the two other domains within the previous cultural sector grouping under MLA.
- The County Archivist noted that, while palaeography would continue to be taught on the postgraduate training courses, he had some concerns over the potential future shortage of skills for reading medieval manuscripts in particular.

## **RESOLVED**

8.3 To note the report.

## **9. Periodic Report, 1 April 2011 – 30 September 2011**

9.1 The annexed report (9) 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.

9.2 During the discussion the following points were noted:

- Members discussed the financial records and title deeds of J. and J. Colman, mustard manufacturers, which had been recently added to the NRO's online catalogue. The County Archivist printed out that most of these items were held somewhere else and that the catalogue made that clear. In response to a Member's question, he gave Members a background to these records and stated that in 1989 the NRO had received them on deposit. In 2000, the NRO had a notice from UNILEVER, the company which took over Colman's, of the withdrawal of these records. The NRO requested that the documents should remain with them, but UNILEVER, as the owner of the documents, disagreed. However, in view of the Manorial Documents Rules, UNILEVER allowed the NRO to retain the



manorial documents on deposit. Among the documents retrieved by UNILEVER were 'antiquarian documents', including medieval deeds, some of which referred to Bracondale. UNILEVER said at the time that they would return the 'antiquarian documents' after they had been evaluated, but have not done so. The County Archivist stated that he was aware that The Norwich Society had been in touch with UNILEVER regarding this issue, but that to his knowledge no progress had been made. He had learned that it had been established that digitising all these records would cost between £420k and £820k, which was thought to be excessive.

- In response to a question about students visiting the NRO as part of their course, the County Archivist stated that there were no formal arrangements with universities such as the UEA, but that it was more dependent on contact with individual professors or lecturers. He noted that Dr Fiona Williamson, who was a previous Member of the Committee and also a lecturer at the UEA, had brought her students to the NRO, as had present Committee Member, Dr Victor Morgan. It was suggested that this could become integrated into the programme for first year history students. Members suggested that the County Archivist raise this idea with Prof Charmley, although a note of caution was raised regarding the large number of students who could be potentially involved (over 200 a year from UEA alone).
- Members wished to congratulate staff of the NRO on having checked to date a total of 26,748 draft records in the electronic catalogue against the corresponding entries in the searchroom card catalogue. They felt that this was an outstanding achievement and had required significant time and patience.
- Members also wished to note the contributions of Mr John Marshall, who had recently retired as one of the conservation team (latterly in a part-time capacity) having completed 47 years' service with archives and libraries in Norfolk and Norwich. A letter expressing the Committee's thanks was to be sent to him.
- Members thanked Ms Susan Maddock (Principal Archivist) for her work particularly at the King's Lynn Archives.

## **RESOLVED**

9.3 To note the report.

## **10. Exclusion of the Public**

10.1 The Committee was asked to consider excluding the public from the meeting under Section 100A of the Local Government Act 1972 for consideration of the item below, on the grounds it involved the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

10.2 The County Archivist presented the following conclusion of the public interest test:

The NRO bids at auctions and acquires by private treaty sales documents of

relevance to Norfolk, which fit within its Collections Policy. The 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. Since public funds are involved in its purchases, the NRO operates a strict value for money policy and strives to pay no more than is 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 NCC'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.

## **RESOLVED**

10.3 To exclude the public for the following item.

**The Public Summary of the Exempt Minutes for Items 11-12 appear at Appendix A.**

### **13. Date and Time of Next Meeting and Future Meeting Dates**

13.1 Members noted that the next meeting would take place at 10:30am on Friday 13 January 2012 in The Green Room, The Archive Centre. Future meeting dates and details were also noted:

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday 27 April	10:30am	The Green Room, Archive Centre
Friday 22 June	10:30am	The Green Room, Archive Centre
Friday 23 November	10:30am	The Green Room, Archive Centre

The meeting concluded at 11:20am.

**Mr D Murphy, Chairman**



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**PUBLIC SUMMARY OF THE EXEMPT MINUTES**

**11. Periodic Report: Appendix: Manuscripts purchased, 1 April 2011 – 30 September 2011**

- 11.1 The exempt report (11) by the County Archivist was received. This report gave details of the documents purchased by the Norfolk Record Office during the period.

**RESOLVED**

- 11.2 To note the report.

**12. Exempt Minutes of the previous meeting**

The exempt minutes of the Norfolk Records Committee meeting held on 24 June 2011 were agreed as a correct record and signed by the Chairman.

**Norfolk Record Office - Performance and  
Budget Report 2011/12**

**A report by the County Archivist**

**Executive Summary**

This report provides information on performance against service plans and forecast budget out-turn information for 2011/12 for the Norfolk Record Office (NRO). Section 1 covers service performance information in the context of delivering service plans, and Section 2 covers financial performance.

The main issues for consideration by this Committee are:

- At the end of November 2011 the forecast revenue budget out-turn for the NRO is a break-even position.
- The Big Conversation savings target of £0.076m is on track to be achieved by the end of the financial year.
- Performance indicators for the Norfolk Record Office show that The Archive Centre has continued to increase its range of audience participation, although numbers are down compared with the same period in 2010/11.
- Performance against the 2011/12 service plans has been good to date and is reported in more detail in the accompanying report.

**Action Required**

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

- Performance with the 2011/12 service plans
- Performance with the revenue budget and reserves and provisions for 2011/12.

**1. Performance against Service Plans**

**1.1 Performance Summary**

1.1.1. In the period April-December 2011, visitors to the Record Office, to NRO events elsewhere and to exhibitions and events which included NRO items have involved 28,002 people, and the service has continued to attract new audiences among all age groups.

## **1.2 Norfolk Record Office (NRO): some example of progress**

### **1.2.1 Education and Outreach Activities**

NRO staff held two children's activity sessions at The Archive Centre during half-term week. On 25 October, 'School days of the Past', an event tied in with the NRO's current exhibition, *Building an Education: Norfolk Rural Schools, 1850-1950*, took the form of a workshop involving needlework, poetry and model construction. On 27 October, 'Far from home: Evacuees and American Airmen in Norfolk' was held, in conjunction with staff from the 2<sup>nd</sup> Air Division Memorial Library. A number of activities were also carried out directly with several schools. On 3 November, a film about the history of Erpingham primary school, made by its students, had its première at The Archive Centre. The screening was the culmination of a project involving the school and the NRO, as part of the BBC's 'Reel History of Britain' theme. On the same day, a school workshop on 'The Work of an Archivist' also took place. November also saw workshops tailored around material from the Gunton Archive and aimed at students from the Hewett Cluster of extended primary schools. The students, from Years 5 to 9, made their own ginger beer from an eighteenth-century recipe from Gunton Hall and recreated the lay-out of the Gunton estate by assembling jigsaws based on early estate maps.

### **1.2.2 Launch of the 2<sup>nd</sup> Air Division USAAF Archive's Online Catalogue**

On 14 November, an online catalogue of the archive containing the personal records and memoirs of the young American servicemen who flew from Norfolk air bases with the 2<sup>nd</sup> Air Division, United States Army Air Force, was officially launched at The Archive Centre by the Leader of Norfolk County Council, Councillor Derrick Murphy, and the Chairman of the 2nd Air Division Memorial Trust, Matthew Martin. As previously reported, in 2010, the NRO, in partnership with Norfolk Library and Information Services, and the Norfolk-based 2<sup>nd</sup> Air Division Memorial Trust, benefited from two generous legacies from former veterans, Major Jordan Uttal, one-time head of statistical data and bombing accuracy analysis at 2<sup>nd</sup> Air Division Headquarters, and Evelyn Cohen, who served in the US Women's Auxiliary Corps. The grant enabled the NRO to produce a detailed finding aid, known as 'the Evelyn Cohen and Jordan Uttal Memorial Catalogue', which has unlocked the treasures contained in this fascinating archive. The published catalogue, which has more than 2,400 entries, is now publicly available via <<http://archives.norfolk.gov.uk>>.

### **1.2.3. Training for Churchwardens**

As part of the NRO's function as Diocesan Record Office, two members of staff attended the Diocese of Norwich's annual Churchwardens' Training Day, held on Saturday, 26 November at East Dereham. The senior archivist responsible for parish records, and one of the conservators, gave an illustrated presentation entitled 'Looking after your Parish Records'. They offered practical tips on how best to create, store and handle documents (whether they be traditional paper and parchment records, or electronic records) to help preserve them for the future. They also gave advice on which documents should be kept permanently as archives and which may be destroyed when no longer of administrative use. Feedback from attendees was very positive, with several churchwardens promising to deposit documents with the NRO, and others seeking advice on the care of items held in their churches.

#### 1.2.4 *Go Gay' with Gaymer's Cider Advertising Exhibition*

On display during December and January, the NRO's latest exhibition in The Archive Centre features posters illustrating the variety and humour of advertising from the Attleborough-based cider manufacturers, William Gaymer and Son Ltd. It shows just some of the many advertising designs and artwork produced by Gaymers over a particularly inventive period from the 1920s to the 1960s. The Gaymer archive at the Norfolk Record Office was rescued from the Attleborough factory when that closed in August 1995, and includes several scrapbooks containing 1920s-1930s advertising literature, original artwork and cartoons. These cartoons carried punning catch-phrases such as 'Gay Ma', 'Gaymer: the Drier Cyder of England' and, 'Gay, Gay, Gaymer, the bottled laughter of the Norfolk Peasant'. Perhaps still more memorable, was the 1960s advertising campaign spear-headed by the phrase, 'Go gay with Gaymer's cider!' The Gaymer archive has recently been catalogued with the help of the Business Archives Council Cataloguing Grant for Business Archives for 2011.

### 1.3 Conclusion

1.3.1 Our conclusion is that this has been a good year **so far** for performance and the delivery of Record Office service plans which have benefited the people of Norfolk.

## 2. Budget Out-turn 2011/12

### 2.1 Revenue Budget

2.1.1 Based on the position at the end of November 2011, the NRO anticipates a break-even budget position. The budget out-turn is summarised in the table below.

2.1.2 The budget has been reduced by £0.022m during the year. This was due to shared services budget transfers for Business Support and the claw back of the budgeted 1% pay award.

2.1.3 Big Conversation savings on are track to be achieved for a total of £0.076m from a combination of reductions to staffing and energy efficiencies.

2.1.4 The table below sets out the net revenue service budgets and out-turn for the NRO.

Service	Approved budget £m	Forecast Outturn £m	Forecast +Over/- Underspend £m	Forecast +Over/Underspend as % of budget	Variance since last report £m
Record Office	1.492	1.492	0	0%	0
Corporate Data Protection	0.054	0.054	0	0%	0
Corporate Freedom of Information	0.096	0.096	0	0%	0
<b>Total</b>	<b>1.642</b>	<b>1.642</b>	<b>0</b>	<b>0%</b>	<b>0</b>

## 2.2 Capital programme

- 2.2.1 There are no capital programme implications to report for 2010/11 for the Norfolk Record Office.

## 2.3 Reserves and Provisions

- 2.3.1 The table summarising the 2011/12 position appears below.

- The Unspent Grants and Contributions Reserve balance of £0.003m has been transferred to revenue for the Circus Project and £0.019m will be used for the Gunton Catalogue Project.

Reserves and Provisions 2010/11	Balances at 01Apr10	Forecast Outturn at 31Mar11	Change
	£M	£M	£M
<b>Norfolk Record Office</b>			
Residual Insurance and Lottery Bids	0.430	0.411	-0.019
Manuscript Reserve	0.000	0.000	0.000
ICT Reserve	0.000	0.000	0.000
Unspent Grants & Contributions Reserve	0.003	0.000	-0.003
Service Total	0.433	0.411	-0.022

## 3. Resource implications

- 3.1 The implications for resources including, financial, staff, property and IT, where relevant, are set out in Section 2 of this report.

## 4. Other Implications

- 4.1 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. Equality Impact Assessment (EqIA)

- 5.1 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 and belief, and sexual orientation.

## **6. Section 17 – Crime and Disorder Act**

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

## **7. Conclusion**

7.1 The Norfolk Record Office is on track to achieve a break-even budget position for 2011/12. Progress with service plans points to some continuing improvement.

## **8. Recommendation or Action Required**

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

- Performance with the 2011/12 service plans
- Performance with the revenue budget and reserves and provisions for 2011/12.

## **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**  
**Service and Budget Planning 2012 to 2014**

A report by the County Archivist

**Summary**

At its November meeting, the Norfolk Records Committee considered a report on proposals for service and financial planning for 2012-14. This report updates the Committee on further information and changes affecting proposals. It includes confirmation of the Provisional Grant Settlement, updated information on revenue budget proposals and capital funding bids and the latest information on the cash limited budget for services relevant to this Panel.

**Action Required**

Members are asked to consider and comment on the following:

- a. the revised service and financial planning context and assumptions;
- b. the revised spending pressures and savings for the Norfolk Record Office;
- c. the proposed list of new and amended capital schemes.

**1 Background**

- 1.1 The Council is almost at the end of the first year of its three-year programme of work, to reshape the role of the County Council and to deliver savings needed to meet the Government's planned spending reductions. At the meeting on 18 November, Committee members considered, not only the progress that services relevant to this Committee had made within the programme, but also the key issues facing the service and the revised planning assumptions including changes to cost pressures and savings for 2012-13 and 2013-14. Members considered a detailed list of the updated cost pressures facing the Norfolk Record Office, a list of updated proposals for savings and new and amended capital schemes.
- 1.2 This paper brings together for Committee Members, the latest financial context for the County Council, following the Provisional Grant Settlement, any further planning revisions and the expected cash limited budget for the service(s).

**2 Provisional Local Government Finance Settlement 2012/13 and the Autumn Statement 2011**

- 2.1 At the end of November 2011, the Chancellor of the Exchequer set out in his Autumn Forecast Statement, the latest economic forecasts for the UK over the remainder of the Comprehensive Spending Review period to 2014-15 and set plans for public spending in the following two years (2015-2017). He also outlined the Government's planned actions for this period in response to the economic situation. In summary, short-term growth prospects have been revised downwards, reflecting

the debt crisis across the Eurozone and higher than expected increases in energy and commodity prices. The forecast is for growth in 2012 of 0.7%; 2.1% in 2013 and 2.7% in 2014. Although there is a degree of uncertainty, the figures provided by the Office of Budget Responsibility (OBR) suggest that the impact of the previous financial crisis may be having greater impact on output than previously thought and this means that the OBR estimates of the national structural deficit (the proportion of the deficit that is not impacted by growth) are higher.

- 2.2 However, the Chancellor has reiterated the Government's aims to remove the structural deficit over the forecast period to 2015-16 and to see national debt as a proportion of national income falling by this same year. To respond to the revised economic forecasts, the Chancellor outlined plans with key aims to identify additional public sector savings to fund infrastructure investment and to provide additional financial support to smaller and medium sized businesses. The main headlines affecting the Council's forward planning are:
- a. Plans for public spending in 2015-16 and 2016-17 in line with the spending reductions over the remainder of the Spending Review 2010 period. In overall terms, Total Managed Expenditure will fall by 0.9% per year in real terms – the same rate as the remaining period of SR2010. However, departmental allocations will be announced at a later date.
  - b. That there is no requirement to adjust the overall total set out in the Spending Review. However, the Government is planning to make additional savings through setting public sector pay awards at an average of 1% for each of the two years after the current pay freeze ends in 2012-13. Departmental budgets will be reduced in line with this, with the exception of the NHS and schools budget where savings will be retained. Actual pay awards will be set by the employers as part of national pay agreements. However, potential further reductions to departmental budgets places further uncertainty on future years' funding levels for local government.
  - c. Savings generated will be invested, including plans announced to invest £600 million to fund 100 additional Free Schools and an extra £600m for local authorities with insufficient capacity in schools to meet demographic pressures – delivering around 40,000 additional school places.
  - d. Publication of the National Infrastructure Plan, identifying 500 proposed infrastructure projects and £5bn of additional capital funding.
- 2.3 The Provisional Local Government Finance Settlement for 2012-13 was announced on 8 December 2011. The settlement provided information on funding for 2012-13 only. However, the statement highlighted that this is a transitional settlement and that following the recent consultation on proposals to revise the funding arrangements as part of the Local Government Resource Review, the Government is planning to set out its response to the consultation proposals shortly.
- 2.4 In line with the indicative settlement for 2012-13 announced last year, the provisional Formula Grant for the County Council for 2012-13 is £248.349m, of which £243.6m is from Redistributed Business Rates and £4.7m is from Revenue Support Grant. Formula Grant includes £8.533m for the continuation of the 2011-12 Council Tax Freeze Grant. Overall this amounts to a decrease in Formula Grant of £17.137m, from the level of 2011-12 Formula Grant received and is in line with previous announcements and our planning forecasts. Announcements have also been made on other core grants, as shown in the table below.

<b>Grant</b>	<b>2012-13 £m</b>	
Formula Grant	248.349	Including 2011-12 council tax freeze grant of £8.533m
Early Intervention	32.187	
Learning Difficulties and Health Reform	40.255	
Fire	1.057	
Inshore Fisheries	0.152	
Extended rights to free travel	0.838	
Lead Local Flood Authority	0.509	

- 2.5 The grant announcements for Fire and Learning Difficulties include some small changes to the level previously announced. However, the Early Intervention Grant has been increased by some £1.023m; this reflects the Chancellor of the Exchequer's announcement in the Autumn Statement that early education entitlement for two-year-olds will be expanded.
- 2.6 The Housing Minister announced provisional New Homes Bonus allocations for 2012-13 on 1 December 2011. This is unringfenced grant payable for each new home built or empty property brought back into use in the area. In two tier areas, 80% of the funding is allocated to district councils and 20% to county councils. The 2012-13 provisional allocation for Norfolk County Council is £1.596m. This includes £0.799m for Year 1, £0.797m for Year 2 and £0.067m Affordable Homes Premium. The New Homes Bonus is payable on each new home for six years.
- 2.7 In addition, the Government had already announced its intention to provide a new Council Tax Freeze Grant for 2012-13 for those councils that agree no increase in council tax levels for next year. This is in addition to the Council Tax Freeze Grant that was received in 2011-12. However, unlike the 2011-12 grant, which the Government has indicated will be provided for the next three years until 2014-15, this year's grant is one-off and therefore this funding will need to be removed from the budget in 2013-14. Consideration will be given to this grant, by Cabinet, on 23 January 2012.
- 2.8 Within the Written Ministerial Statement, the Government has also confirmed how council tax referendum, included within the Localism Act, will be applied. The Government has set out that local authorities will be required to seek the approval of their local electorate in a referendum if, compared with 2011-12, they set council tax increases that exceed 3.5% (for most principal authorities). These levels will be finalised within the publication of the Final 2012/13 Settlement.
- 2.9 As set out in the grant settlement for 2011-12, Government support for capital funding is now provided through capital grant. The following capital grant announcements have been made for 2012-13:

<b>Capital Grant</b>	<b>2012-13 £m</b>
Department of Health	2.236
Integrated Transport Block	5.324
Highways Maintenance	21.403
Department for Education	To follow
Fire	To follow

### **3 Norfolk Records Committee Comments**

3.1 On the basis of the planning context and budget planning assumptions, Panels and Committees in November considered planning proposals and issues of particular significance. At the Norfolk Records Committee meeting on 18 November, the following issue was identified as having particular impact on service delivery and achievement of the Council's priorities:

- Members asked whether there was a NRO 'Friends' group. The County Archivist replied that while there was no formal 'Friends' group, the NRO worked with many external partners and organisations to promote the work of the NRO. He added that the NRO had a relatively large number of high quality volunteers who offered their help within the service. These volunteers required initial training, which could be time-consuming, but this was considered to be an investment beneficial to the NRO and to the archive sector as a whole.

3.2 Earlier comments and any arising from this meeting will be reflected in the budget report to Cabinet on 23 January 2012.

### **4 Revenue Budget Proposals**

4.1 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.

4.2 Appendix A shows:

- Total Cost pressures which impact on the Council Tax;
- Total Budget Savings;
- Transfer of grant and transfers of responsibility from Central to Local Government [if relevant];
- 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, budget transfers between services and changes to office accommodation charges.

### **5 Capital Programme**

5.1 The proposed capital programme is shown in Appendix B. There are no Record Office proposals for the forward capital programme.

### **6 Response from public consultation**

6.1 To be added when available

## **7 Equality impact assessment**

- 7.1 Individual Equality Impact Assessments were carried out in 2010-11 on all the Council's budget proposals for 2011-14 that would potentially have an impact on identified groups with protected characteristics. The budget proposals have not changed since then, except for the reduction in savings to be made from the Re-design of Day Services and the consequent savings in Transport.
- 7.2 The legislation and statutory codes of practice informing the Council's work on equality impact assessments recommended that consultation with relevant groups should form a core part of the evidence used to prepare an equality impact assessment. These consultations were carried out from October 2010 to January 2011.
- 7.3 A full equality impact assessment report was published alongside the Cabinet budget papers in January 2011. In all their decisions and functions public authorities must give due weight to the need to promote disability equality in relation to the six parts of the general duty:
- a. Promote equality of opportunity between disabled people and other people
  - b. Eliminate unlawful discrimination
  - c. Eliminate harassment of disabled people that is related to their disabilities
  - d. Promote positive attitudes towards disabled persons
  - e. Encourage participation by disabled people in public life; and
  - f. Take account of disabled people's disabilities, even where that involves
  - g. Treating disabled people more favourably than others.
- 7.4 Where the Council identifies potential adverse impact on protected groups, it must do two things. Firstly, it must consider whether to go ahead with the proposal, or amend it in some way, with a view to promoting equality and tackling disadvantage for the protected group affected. If it takes the decision to go ahead with the proposal in its current form, it must identify actions to reduce or mitigate the adverse impact.

## **8 Section 17 – Crime and Disorder Act**

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

## **9 Resource implications**

- 9.1 The implications for resources are laid out in sections Four, Five and Six and Appendices A and B of this report.

## **10 Staffing implications**

- 10.1 The financial implications of reductions in staffing levels for all services was assessed corporately as part of the overall budget proposals for 2011-14 reported in January 2011.

## 11 Risk assessment

- 11.1 The main risks and issues associated with these proposals have been highlighted in Sections Four and Five. However, given the scale of potential change associated with the budget proposals, there are a series of risks which are generic to all services:

**Service performance:** the risk that the scale of change will impact on performance and on user satisfaction with services;

**Staffing:** the risk that skills and knowledge may be lost as people leave or are made redundant, and that staff morale is adversely affected;

**Capacity for change:** the proposals require significant transformation and change to services, and there is a risk that there will be insufficient capacity to re-design services and implement new ways of working;

**Increasing demand:** there is a risk that where preventative services are being scaled back, that there may – in future – be an increased risk in demand, as people's needs become more pressing.

## 12 Action required

- 12.1 Members are asked to consider and comment on the following:
- the revised service and financial planning context and assumptions;
  - the revised spending pressures and savings for the Norfolk Record Office;
  - the proposed list of new and amended capital schemes.

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**Proposed Budget Changes 2012-14**

		<b>2012-13</b>	<b>2013-14</b>
	<b>Norfolk Record Office</b>	£m	£m
	<b>ADDITIONAL COSTS</b>		
	<b>Basic Inflation – Pay (2012/14 – 1%)</b>	0.009	0.009
	<b>Basic Inflation - Prices (General 2%, School and social care passenger transport 4%)</b>	0.013	0.013
	<b>Sub total Additional Costs</b>	<b>0.022</b>	<b>0.022</b>
Ref	<b>BUDGET SAVINGS</b>		
C7	Reduced staffing in Record Office	-0.017	-0.045
	<b>Other savings proposals within Medium Term Financial Plan</b>		
	Energy savings	-0.040	-0.020
	<b>Total Record Office savings</b>	<b>-0.057</b>	<b>-0.065</b>
	Removal of budget for 2011-12 pay award	-0.007	
	<b>Big Conversation proposals</b>	<b>-0.057</b>	<b>-0.065</b>
	<b>New savings proposals</b>	<b>-0.007</b>	<b>-0.000</b>
	<b>Total Savings Proposals</b>	<b>-0.064</b>	<b>-0.065</b>
	<b>COST NEUTRAL ADJUSTMENTS, i.e. which do not impact on the overall Council Tax</b>		
	*Depreciation charges	-0.005	
	Debt management expenses	0.000	
	Office Accommodation	0.000	
	Business Support/Support Services Review	-0.016	
	Managed Print Budget Transfer	-0.004	
	<b>Sub Total Cost Neutral Adjustments</b>	<b>-0.025</b>	
	<b>Changes to Cash Limited Budget</b>	<b>-0.067</b>	<b>-0.043</b>

\*These changes are required to comply with the Local Authority Accounting Code of Practice but do not impact on the Council Tax calculation.

## PROPOSED CAPITAL PROGRAMME 2012-15

Norfolk Record Office				
		2012-13	2013-14	2014-15
Scheme		£m	£m	£m
No schemes currently planned		0.000	0.000	0.000
<b>Total</b>		<b>0.000</b>	<b>0.000</b>	<b>0.000</b>



## Free Online Resources from the Norfolk Record Office

### Report by the County Archivist

This report, which the Committee is asked to note and comment on, if appropriate, gives details of the NRO's provision of free online resources.

1. Since 1997, the Norfolk Record Office (NRO) has been committed to improving access to its holdings *via* the Internet. In that year, the first steps were taken to retroconvert paper catalogues, while CALM 2000 cataloguing software was acquired and staff trained in its use, so that all new cataloguing thereafter could be done electronically. In November 2003, the NRO's online catalogue, NROCAT went live, to coincide with the opening of The Archive Centre.
2. The NRO's Service Plan contains the key actions to 'Continue to add content to NROCAT, the Record Office's online catalogue, and to the NRO website' and to 'Seek opportunities for further development of remote, including online, access to archival information'.
3. As well as its in-house cataloguing programme using CALM, the NRO has participated in a number of collaborative projects, at national and regional levels, involving new cataloguing or retroconversion of existing catalogues. These include two Access to Archives (A2A) projects with The National Archives (TNA) and other partners, and the Manorial Documents Register (MDR) for Norfolk with TNA. Most of these projects have been supported by external funding, variously from TNA, the Heritage Lottery Fund (HLF) and other sources, including businesses and charitable trusts, both in the UK and abroad. Currently, the NRO is about to embark on a TNA-funded second phase of the Norfolk MDR and is an East of England regional partner in a TNA-funded national project to digitize school records.
4. There are now 5,144 catalogued and 17 'uncatalogued' collections online on the NRO website (<http://nrocat.norfolk.gov.uk>). These contain 645,511 and 3,843 catalogue descriptions respectively. Many of the items on the NRO website (240,204) are also available on TNA's A2A website (<http://www.nationalarchives.gov.uk/A2A/default.aspx>), while catalogued entries of the records of 1,406 manors are available *via* TNA's MDR for Norfolk (<http://www.nationalarchives.gov.uk/mdr/>), totalling 14,266 manorial documents.
5. In 1997, there was also an aspiration to make images of documents available online, but, in keeping with best practice within the archival domain,

the NRO decided that priority had to be given to online catalogues; online images, although very desirable, were a secondary consideration, to be achieved whenever circumstances allowed. As a consequence, the NRO has since practised a strategy of trying to avail itself of all opportunities to have material digitized, at no cost or at low cost, whenever they have presented themselves.

6. The Genealogical Society of Utah (GSU) began microfilming Norfolk parish registers and other original records in 1987, at no charge to the NRO. In 2004, the NRO agreed that GSU could also digitize its films of Norfolk material, provided that the NRO received a copy as well. Again, the NRO incurred no costs for this.
7. In 2002-3, tithe and some enclosure maps, probate records, and archdeacons' and bishop's transcripts were digitized by Norfolk Library and Information service (NLIS), with assistance from the NRO. Both sets of maps were digitized from the originals and were included in the Cultural Services-led project, E-Map Explorer, which went live in 2005. (An updated and improved version of E-Map Explorer is due to be launched in January 2012.) The other material was digitized under the NLIS Digi2 project and used GSU-supplied microfilms. The images are available through Norfolk Sources.
8. The NRO has made some digitized document images and sound recordings directly available *via* its own website, particularly through the 'Resources' section of its Education and Outreach pages and 'The Longer Gallery', the NRO's online exhibition facility. In the case of digital sound recordings from the Norfolk Sound Archive (NSA), 247 of these (approximately 10% of catalogued NSA items) have been linked to their related entries in NROCAT and can be listened to online, *via* a streaming facility. However, it has proved more convenient and cost-effective to house the bulk of available NRO digitized images on the websites of other providers.
9. Images of NRO documents are now available online free of charge on the following main sites, many of them popular with family historians:
  - i. FreeREG, which has largely accurate transcriptions taken from primary sources only. In 2006, the NRO agreed that FreeREG could use images of parish registers supplied to them by GSU. A recent survey of baptism register images available on FreeREG, carried out by Norfolk Family Search (not to be confused with Family Search mentioned at ii) below), revealed that, currently, 88% of the parishes in Norfolk have entries, making it the county with the highest online coverage of such material. The next best covered county is Somerset with 57%. At the moment, over half of all counties have less than 10% coverage (see Appendix).  
[\(http://www.freereg.org.uk/\)](http://www.freereg.org.uk/)
  - ii. Family Search, which has transcriptions and some browseable digital images of primary sources. Of the browseable images of parish

registers on the Family Search website, only Norfolk and Cornwall currently have coverage. Cornwall's coverage is 82%, Norfolk's is 76%. However, Cornwall does not have any other kind of records available to view, whereas Norfolk also has archdeacons' transcripts, bishop's transcripts, marriage licence bonds, memorial inscriptions, non-conformist registers, Poor Law records and electoral registers.  
(<https://www.familysearch.org/>)

- iii. Norfolk E-Map Explorer, a site created and maintained by Norfolk Community Services Department (Cultural Services), has tithe maps and some enclosure maps.  
(<http://www.historic-maps.norfolk.gov.uk/Emap/EmapExplorer.asp>)
  - iv. Norfolk Sources, a site created and maintained by Norfolk Community Services Department (Cultural Services), has probate records, including wills.  
(<http://www.norfolksources.norfolk.gov.uk/>)
10. An estimated 1,049,432 Family Search website images of NRO documents are now freely available *via* online access and are being viewed by a significant number of people worldwide. E-Map Explorer contains about 1,480 NRO images, with a further 86,000 or so images available *via* Norfolk Sources, and some 500 on the NRO's Education and Outreach pages (<http://www.archives.norfolk.gov.uk/education/nroeducation00.htmh>)  
Smaller quantities of NRO images are hosted on a variety of other sites, such as The Great Hospital Online (<http://www.thegreathospital.co.uk>) (c. 25 images), the E2BN resources site developed for the National Education Network (<http://gallery.e2bn.org/gallery569.html>) (c. 30 images) and the Henry III Fine Rolls Project (<http://www.finerollshenry3.org.uk/home.html>) (images of two thirteenth-century royal charters granted to Norwich and Lynn, with full translations from the Latin).
11. Because much of this material is hosted on the websites of third parties, it is not presently possible accurately to count the number of user visits. What is certain, however, is that ease of access to such a wide range of sources is already starting to have some adverse impact on the numbers of people visiting the NRO, a trend which has already been recognised at other record offices. As knowledge of these websites becomes more widespread among family and local historians, that trend is likely to continue and, because of the higher amount of coverage of Norfolk's records compared with other counties, might have a greater effect on NRO visitor numbers than on those of other county record offices.
12. **Resource implications**
- There are no implications for resources, including, financial, staff, property and IT.
13. **Other Implications**

Officers have considered all the implications of which members should be aware and there are none to take into account.

**14. Equality Impact Assessment (EqIA)**

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 and belief, and sexual orientation.

**15. Section 17 – Crime and Disorder Act**

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

**16. Recommendation or Action Required**

The Norfolk Records Committee is asked to note this report and, if appropriate, to comment on it.

**Officer Contact**

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## APPENDIX:

### Percentages of Parishes within each historical County for which there is Baptism Register Coverage on FreeREG

