

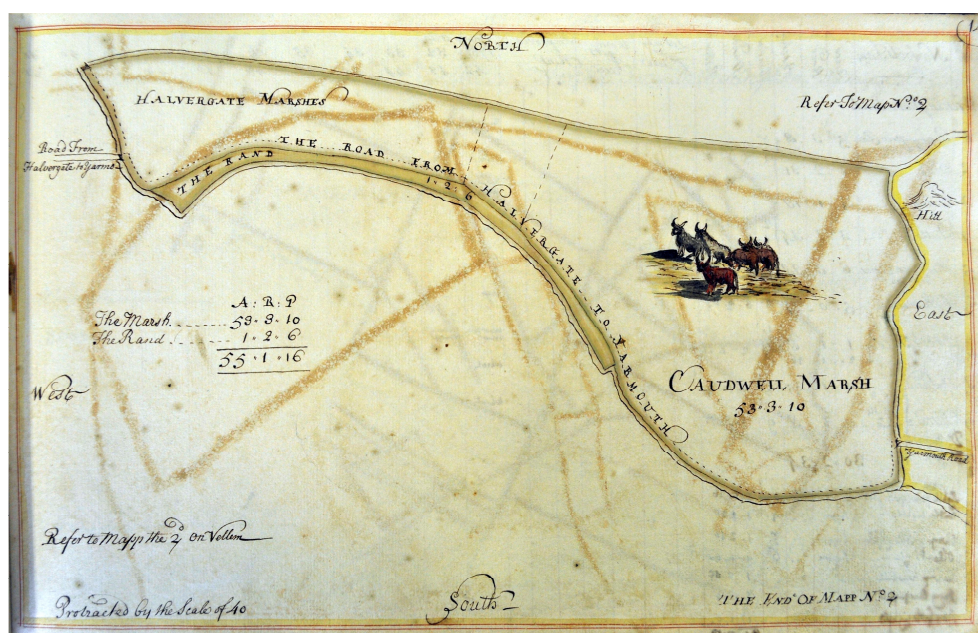
NORFOLK RECORDS COMMITTEE

Date: Friday 28 June 2013
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.



Map of Halvergate Marshes by James Corbridge, 1731

From a book of surveys of the estates of Miles Branthwayt of Hethel, made by James Corbridge the year after his newly surveyed county map of Norfolk was published by subscription. This book of estate surveys is part of the huge Francis Horner Memorial Archive, currently being catalogued at the NRO.

NRO, ACC 1997/203.

Membership

Mr J W Bracey

Mr D Bradford

Ms D Carlo

Mrs A Claussen-Reynolds

Michael Chenery of Horsbrugh

Ms D Gihawi

Dr C J Kemp

Mr R Kybird

Mrs E A Nockolds

Ms K S Robinson-Payne

Mr P Smyth

Ms V Thomas

Broadland District Council

Substitute: Mr D Ward

Norwich City Council

Norwich City Council

North Norfolk District Council

Norfolk County Council

Substitute: Mr B Iles

Norfolk County Council

Substitute: Mr M Sands

South Norfolk District Council

Substitute: Mr T Blowfield

Breckland District Council

Substitute: Cllr M Chapman-Allen

King's Lynn and West Norfolk Borough Council

Great Yarmouth Borough Council

Norfolk County Council

Substitute: TBC

Norwich City Council

Non-Voting Members

Mr M R Begley

Mr R Jewson

Dr G A Metters

Dr V Morgan

Prof. C Rawcliffe

Revd C Read

Prof. R Wilson

Co-opted Member

Custos Rotulorum

Representative of the Norfolk Record Society

Observer

Co-opted Member

Representative of the Bishop of Norwich

Co-opted Member

Non-Voting Cabinet Member

Mrs M Wilkinson

Norfolk County Council

Communities

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Sonya Blythe on 01603 223029
or email committees@norfolk.gov.uk

A g e n d a

1. **Election of Chairman** (Page 1)

2. **Election of Vice-Chairman**

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

4. **Minutes** (Page 3)

To confirm the minutes of the meeting of the Norfolk Records Committee held on 26 April 2013.

5. **Matters of Urgent Business**

6. **Members to Declare any Interests**

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects:

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

7. **Appointment of Co-Opted Members and Observer** (Page 9)

Report by the Head of Democratic Services

8. **Norfolk Records Urgent Business Sub-Committee** (Page 11)

Report by the Head of Democratic Services

9. Norfolk Record Office - Performance and Budget Report 2012/13 (Page 13)

Report by the County Archivist

10. Norfolk Records Committee: Annual Accounting Statements 2012/13 (Page 19)

Report by the Head of Finance

11. King's Lynn Borough Archives and King's Lynn Town Hall Project (Page 33)

Report by the Principal Archivist

12. 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.

13. Minutes (Page 39)

To confirm the EXEMPT minutes of the meeting of the Norfolk Records Committee held on 26 April 2013.

14. Future Meetings

Date	Time	Venue
Friday 22 November 2013	10:30am	The Green Room, Archive Centre
Friday 3 January 2014	10:30am	The Green Room, Archive Centre

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

Date Agenda Published: 20 June 2013



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ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Report by the Head of Democratic Services

In connection with the election of Chairman and Vice-Chairman, the Committee will wish to note that the current voting membership is as follows:

Membership

Mr J W Bracey	Broadland District Council Substitute: Mr D Ward
Mr D Bradford	Norwich City Council
Ms D Carlo	Norwich City Council
Mrs A Claussen-Reynolds	North Norfolk District Council
Michael Chenery of Horsburgh	Norfolk County Council Substitute: Mr B Iles
Ms D Gihawi	Norfolk County Council Substitute: Mr M Sands
Dr C J Kemp	South Norfolk District Council Substitute: Mr T Blowfield
Mr R Kybird	Breckland District Council Substitute: Mrs S Matthews
Mrs E A Nockolds	King's Lynn and West Norfolk Borough Council
Ms K S Robinson-Payne	Great Yarmouth Borough Council
Mr P Smyth	Norfolk County Council Substitute: TBC
Ms V Thomas	Norwich City Council

Officer Contact:

Sonya Blythe
Committee Officer, Democratic Services
Tel: 01603 223029



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Norfolk Records Committee

Minutes of the Meeting held on 26 April 2013

Present:

Norfolk County Council

Mr P Duigan (Vice-Chairman)
Mr T Wright

Breckland District Council

Mr R Kybird

Broadland District Council

Mr J Bracey

King's Lynn and West Norfolk Borough Council

Mrs E Nockolds

Great Yarmouth Borough Council

Ms K Robinson-Payne

North Norfolk District Council

Norwich City Council

Ms V Thomas

South Norfolk District Council

Dr C J Kemp (Chairman)

Non-Voting Members

Co-Opted Member

Mr M Begley
Dr G A Metters

Observer

Dr V Morgan

Representative of the Bishop of Norwich

Rev'd C Read

Custus Rotulorum

Mr R Jewson

1. Apologies for Absence

- 1.1 Apologies for absence were received from Mrs A Claussen-Reynolds, Ms D Carlo, Professor C Rawcliffe and Mr B Stone.

2. Minutes

- 2.1 The minutes of the meeting held on 11 January 2013 were confirmed as an accurate record of the meeting subject to the following amendment:-

Professor Wilson to be added to the list of attendees.

3. Matters of Urgent Business

- 3.1 The Chairman reminded Members that a presentation for former County Archivist would be held on the rise of the meeting.

4. Members to Declare any Interests

- 4.1 No interests were declared.

5. Norfolk Record Office – Performance and Budget Report

- 5.1 The performance and budget report (item 5) by the Principal Archivist was received. The report provided information on performance against service plans and budget outturn information for the Norfolk Record Office (NRO) during 2012/13. The report covered both service performance information and financial performance.
- 5.2 During the ensuing discussion the following points were noted:-
- The accountant for Cultural Services noted that a break-even had been predicted and that all budget savings had been achieved. The reserves were in a positive position, having experienced an overall reduction of £30k. The capital programme had been completed for the year, with a small amount of slippage to 2013/14 being available to assist with a snagging issue. She concluded by noting that a good level of external grants would still be available in order to complete any ongoing projects.
 - In response to a question it was confirmed that the NRO was looking at ways to increase income through its archive storage services.

RESOLVED

- 5.3
- That the 2012/13 service plans be noted
 - That the 2012/13 revenue budget and reserves and provisions be noted.

6. Risk Register

- 6.1 The risk register report (item 6) by the Principal Archivist was received. The report provided the latest version of the NRO's risk register.
- 6.2 During the ensuing discussion the following points were noted:-
- The Strategic Risk Manager noted that risk RM13963 – long term staff shortage – had been increased due to potential current issues with staff shortages. The Principal Archivist confirmed that mitigations had been put into place in order to manage the risk, such as an extra member of staff being employed and that it was a short-term problem.
 - The Strategic Risk Manager advised the Committee that two risks had now been removed as they had met their target scores – the security of the NRO and Data Protection.
 - In response to a question from the Committee it was confirmed that savings had to be made by the NRO but these would come from various components rather than the loss of a full time member of staff.

RESOLVED

- 6.3 That the risk register be noted.

7. Annual Review of Charges for Services

- 7.1 The annual review of charges for services report by the Principal Archivist (item 7) was received. The report recommended certain changes to services charges.

7.2 During the ensuing discussion the following points were noted:-

- The Principal Archivist noted that only minimal changes had been made and the most commonly used services had all retained the same cost.
- It was clarified that the statutory fee for certification had been set by the Church of England.
- In response to a question from the Committee it was confirmed that the vehicle registration search fee looked at historic vehicle information; this was a good revenue source as the information was not available elsewhere.
- Regarding the four-week photography permit, Members asked whether this could be made more practical from a user viewpoint. The Principal Archivist responded that this had been considered and would be looked at again in April 2014, in line with the library service.

RESOLVED

7.3 That the new charges be noted.

8. Norfolk Record Office Service Plan 2013 - 2016

8.1 The Norfolk Record Office Service Plan 2013-16 (item 8) by the Principal Archivist was received. The report outlined serving planning priorities and key service activities over the coming three years.

8.2 During the ensuing discussion the following points were noted:-

- The Principal Archivist noted that only minimal changes had been made to the service plan since it was last considered a year ago. This would allow the new County Archivist, once in post, to look at the service afresh. Service planning would be considered from autumn 2013 onwards.
- The dashboard was considered and it was noted that it had improved to a “green” rating.
- With regards to the Budget and Efficiencies Board, it was noted that this sub-group of the NRO Management Team consists of the County Archivist, the Principal Archivist and the Archive Support Services Manager.

RESOLVED

8.3 That the proposed service plan be noted.

9. Periodic Report 1 October 2012 – 31 March 2013.

9.1 The Periodic report 1 October 2012 – 31 March 2013 (item 9) by the Principal Archivist was considered. The report informed the Committee of the activities of the Norfolk Record Office during the given period.

9.2 During the ensuing discussion the following points were noted:-

- It was been a very successful period for the NRO, including an exhibition and events to celebrate the 50th anniversary of the county's archive service. A project to conserve the Aylsham Lancaster manor court roll had received funding from the National Manuscripts Conservation Trust which had allowed detailed conservation work to take place on the manuscript, which had previously been inaccessible for years. A bid would be made by the BioArch unit at the University of York, for funding to further develop work, already piloted at the NRO, on analysing the DNA within parchment to identify which species of animal it was from. A gift of local maps from Raymond Frostick and a visit by a medieval paper expert to view the King's Lynn Red Register had both received a large amount of press coverage.
- It was noted that the EDP and Eastern Evening News newspapers had given excellent publicity to various events and acquisitions made by the NRO.
- A new film had been produced by the NRO, which was available online, to introduce new users in how to use the NRO's services.
- The NRO was meeting all key targets in terms of having an impact and keeping the public active and engaged.

RESOLVED

9.3 That the report be noted.

10. Annual Report 2012-13

10.1 The Annual report 2012-13 by the Principal Archivist was received. The report provided a summary of the activities of the NRO during the period.

10.2 During the ensuing discussion the following points were noted:-

- There had been 397 deposits, gifts and purchases throughout the year including a substantial archive of papers from the Turner, Palgrave and Barker families.
- An exhibition of Paston documents would be organised during autumn 2013.
- A much larger quantity of cataloguing work had been completed due to a new approach in how acquisitions were managed.

RESOLVED

That the report be noted.

11. Exclusion of the Public

11.1 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.

RESOLVED

11.3 That the public be excluded from the following item.

12. Periodic Report: Appendix Manuscripts Purchased 1 October 2012 – 31 March 2013.

12.1 The exempt report was discussed and noted.

13. Future Meetings

Date	Time	Venue
Friday 28 June 2013	10:30am	The Green Room, Archive Centre
Friday 22 November 2013	10:30am	The Green Room, Archive Centre

The meeting concluded at 11:45am.

Dr C. J. Kemp, Chairman of the Committee



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APPOINTMENT OF CO-OPTED MEMBERS AND OBSERVER
Report by Head of Democratic Services

1. The Constitution of the Norfolk Records Committee provides for the co-option of three additional Members who are at present Mr M R Begley, Prof C Rawcliffe and Professor R Wilson. It also provides for one Observer Member who is at present Dr V Morgan.
2. The Committee is asked to take this opportunity to consider the appointment of the three Co-opted Members and one Observer Member (all without voting rights) for the period until 31 March 2014.

S.17 Crime and Disorder Act

3. There are no implications of the report for the Crime and Disorder Act.

Financial Implications

4. There are no financial implications in this report.

Property, Staffing and IT Implications

5. Property, Staffing and IT matters are not specifically considered in this report.

Recommendation/Conclusion:

6. That the Committee appoints three co-opted Members and one Observing Member for the period 2013-2014.

Officer Contact:

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NORFOLK RECORDS URGENT BUSINESS SUB-COMMITTEE
Report by Head of Democratic Services

1. The Norfolk Records Committee is asked to appoint Members to the sub-committee to exercise all of the power of the main Committee when a matter is urgent.
2. Mr P Duigan (Norfolk County Council), Dr C Kemp (South Norfolk Council), Mr T Wright (Norfolk County Council) and Mrs E Nockolds (Borough Council of King's Lynn and West Norfolk) were the previous Members of the Urgent Business Sub-Committee.

S.17 Crime and Disorder Act

3. There are no implications of the report for the Crime and Disorder Act.

Financial Implications

4. There are no financial implications in this report.

Property, Staffing and IT Implications

5. Property, Staffing and IT matters are not specifically considered in this report.

Recommendation/Conclusion:

6. The Norfolk Records Committee is asked:
 - To appoint (or re-appoint) four Members (two County Councillors and two District Councillors) to serve on a Sub-Committee.
 - To exercise all the powers of the main Committee in dealing with matters which are urgent (having been agreed as such by the Head of Democratic Services and the Chief Officer(s) concerned) and which fall, partly or wholly, within the Terms of Reference of the Committee.

Officer Contact:

Sonya Blythe
Tel: 01603 223029



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Norfolk Record Office

Performance and Budget Report 2012/13

A report by the County Archivist

Executive Summary

This report provides information on performance against service plans and budget out-turn information for 2012/13 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:

- As at the end of March 2013, the NRO achieved a break-even revenue budget outturn.
- Performance indicators for the Norfolk Record Office show that during the year The Archive Centre has continued to increase its range of audience participation, although numbers are down compared with the same period in 2011/12.
- Performance against the 2012/13 service plan has been good 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 2012/13 service plan
- Performance with the revenue budget and reserves and provisions for 2012/13.

1. Performance against Service Plan

1.1 Performance Summary

- 1.1.1 In the period April-March 2013, visits to the Record Office have been made by 18,578 people (compared with 19,064 in the same period in 2011-12), although the service has continued to attract new audiences among all age groups.

1.2 Norfolk Record Office (NRO): some examples of progress

1.2.1 Exploring family history with Norfolk and Norwich Scope Association (NANSA)

The NRO's Education and Outreach team have been working on family history with a group of seven adults from the Norfolk and Norwich Scope Association (NANSA), a local charity which offers services, information and support to Norfolk people with disabilities, and provides a range of learning and leisure courses. Sessions at The Archive Centre and at NANSA's own centre went well and a third has been arranged.

1.2.2. Launch of new video artwork featuring Norfolk and Parliamentary archives

Administrative Processes + Events = Documents is a new video artwork, which was commissioned by the Parliamentary Archives from Norwich-based artist, Nicola Naismith. It draws on documents in both the Parliamentary Archives and the Norfolk Record Office and on research by a group of Norfolk volunteer 'History Detectives'. The artwork, and further information about the project, can be found at www.parliament.uk/communities.

1.3 Conclusion

1.3.1 The service has performed well during 2012/13 with outcomes against the service plan achieved.

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2. Budget Out-turn 2012/13

2.1 Revenue Budget

- 2.1.1 At the end of March 2013, the NRO is predicting a break-even revenue budget outturn. A small under spend of £0.025m occurred due to staff vacancies in the Freedom of Information/Data Protection unit which comes under the Norfolk Records Office. The posts had been held vacant whilst the NCC review of Information Management was carried out. As agreed corporately, this funding has been transferred to support the implementation of the Information Management Shared Service. The budget out-turn is summarised in the table below.
- 2.1.2 The budget has been reduced by £0.005m during the year. This is due to the claw back of the budgeted 1% pay award £0.009m and the increased depreciation charge of £0.004m.
- 2.1.3 2012/13 revenue budget savings of £0.057m agreed as part of the Big Conversation consultation were achieved 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	2012/13 Outturn £m	+Over/- Underspend £m	Variance since last report £m
Record Office	1.441	1.441	0	0%
Corporate Data Protection	0.054	0.054	0	0%
Corporate Freedom of Information	0.096	0.096	0	0%
Total	1.591	1.591	0	0%

2.1.5 For 2013/14 revenue budget savings, also agreed within the Big Conversation consultation, amount to £0.065m and will also come from staffing reductions (£0.045m), archive storage services (£0.010m) and energy savings (£0.010m). We will report progress with these savings targets in future Performance and Finance reports.

2.2 Capital programme

2.2.1 There are two capital projects for The Archive Centre that have completed in 2012/13:

- £0.007m Inverters for Fan Speed Control funded from the Carbon Energy Reduction Fund (CERF).
- £0.008m CCTV System upgrade funded from an 11/12 revenue contribution.

2.3 Reserves and Provisions

2.3.1 The table summarising the 2012/13 position appears below.

- The Unspent Grants and Contributions Reserve balance of £0.049m has been reduced by £0.024m for 12/13 contributions for multi-year projects.
- The Residual Insurance reserve includes amounts earmarked for digitisation, Manorial Records, Horner Cataloguing, Accessioning and re-cataloguing of Norwich City Records.

Reserves and Provisions 2012/13	Balances at 01Apr12	Outturn at 31Mar13	Change
	£M	£M	£M
Norfolk Record Office			
Residual Insurance and Lottery Bids	0.373	0.368	-0.005
Manuscript Reserve	0.000	0.000	0.000
ICT Reserve	0.000	0.000	0.000
Unspent Grants & Contributions Reserve	0.073	0.049	-0.024
Service Total	0.446	0.417	-0.029

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 has achieved a balanced revenue budget position for 2012/13. Progress with service plans points to continuing improvement during the year.

8. Recommendation or Action Required

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

- Performance with the 2012/13 service plans
- Performance with the revenue budget and reserves and provisions for 2012/13.

Officer Contact

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

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Cultural Services
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Principal Archivist, Norfolk Record Office
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Tel: 01603 222818
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**Norfolk Records Committee
Annual Accounting Statements 2012/13**

Report by Head of Finance

This report introduces the Annual Return required by the Accounts and Audit (England) Regulations 2011.

The Committee is requested to

- Approve the accounting statements as set out in Appendix A, Section 1 and approve its signing by the Chair,
- Approve the Annual Governance Statement as set out in Appendix A, Section 2 and approve its signing by the Chair and County Archivist,
- Note the Annual internal audit report as set out in Appendix A, Section 4, together with the note set out at Appendix B.

1 Introduction

- 1.1 Norfolk Records Committee falls within the category of Small Bodies as per the Accounts and Audit (England) Regulations 2011, which means a simpler set of published accounts is required in the form prescribed by an annual return. A copy of the return is attached as Appendix A. The annual return also includes:

- an Annual Governance Statement and
- an annual internal audit report.

This return is audited under the Audit Commission's limited assurance regime which reduces the administrative burden and cost.

- 1.2 The return requires the approval by the full Committee and is required to be approved by 30 June 2013.

2 The Annual Return

- 2.1 The copy of the return attached as Appendix A has been completed.
- 2.2 Section 1 of the return is the Accounting statements. This section of the return is required to be signed by the Responsible Financial Officer (Head of Finance) to certify that it presents fairly the financial position of the Committees accounts. The Chair of the meeting is required to confirm, by signing at the bottom of Section 1 that the accounts have been approved by the Committee in accordance with the Regulations. A more detailed income and expenditure account and balance sheet are attached as Appendix C for information and to provide assurance to Members that the summarised report in the return is accurate and can be approved.
- 2.3 Section 2 of the return is the Annual Governance Statement. The return contains a summarised form of the Annual Governance Statement and all of the questions have been answered positively. The return requires that Committee approve this summary statement and be signed off by the Chair and the "Clerk". It is suggested that the Principal Archivist should sign the "Clerk" box.
- 2.4 Section 3 of the return is the External auditor's certificate and opinion. The issue of the certificate of completion effectively concludes the audit process for the year. The opinion states the basis on which the opinion is reached and notes any exceptions to the opinion.
- 2.5 Section 4 of the return is the Annual Internal Audit report. The return contains a summarised form of the Annual Internal Audit report and all of the questions have been answered positively except one which is "not covered". A note explaining why is attached as Appendix B. The return has been signed by the Chief Internal Auditor.
- 2.6 There are no significant issues arising from the Accounting Statements, the Annual Governance Statement or the Annual Internal Audit report and the Committee and Chair can be assured that it is in order to approve and sign off the return.

3 Other implications

- 3.1 There are no implications with respect to the Equalities and there are no other implications.

4 Section 17 Crime and Disorder Act

- 4.1 Under section 17 of the Crime and Disorder Act the Council has a statutory general duty to take account of the crime and disorder implications of all of its work down to a local level, and do all that it reasonably can to prevent crime and disorder in Norfolk.

5 Risk Management

- 5.1 This report has fully taken into account any relevant issues arising from the Record Office's policy and strategy for risk management.

6 Alternative Options

- 6.1 There are no alternative options for the Norfolk Records Committee to consider.

7 Recommendation

- 7.1 The Committee is requested to:
- Approve the accounting statements as set out in Appendix A, Section 1 and approve its signing by the Chair,
 - Approve the Annual Governance Statement as set out in Appendix A, Section 2 and approve its signing by the Chair and County Archivist,
 - Note the Annual Internal Audit report as set out in Appendix A, Section 4, together with the note set out at Appendix B

Paul Brittain
Head of Finance
(01603) 222400
Email: paul.brittain@norfolk.gov.uk

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Annual Return



Small Bodies in England **Annual return for the year ended** **31 March 2013**

Small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their annual activities at the end of each financial year.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the body.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the body's internal audit provider.

Each body must approve this annual return no later than 30 June 2013.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in red. Do **not** leave any red box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2013, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2013.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides for either local councils or internal drainage boards. These publications may be downloaded from the National Association of Local Councils (NALC) or Society of Local Council Clerks (SLCC) websites (www.nalc.gov.uk or www.slcc.co.uk) or from the members area of the Association of Drainage Authorities website (www.ada.org.uk).

Section 1 – Accounting statements 2012/13 for:

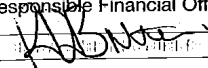
Enter name of reporting body here:

NORFOLK RECORDS COMMITTEE

	Year ending		Notes and guidance
	31 March 2012 £	31 March 2013 £	
1 Balances brought forward	432,564	445,412	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	1,621,333	1,580,273	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	826,706	797,320	Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	781,779	811,901	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	445,412	416,464	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	160	0	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	0	0	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).


I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

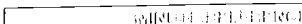


Date 12/06/2013

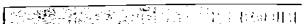
I confirm that these accounting statements were approved by the body on:

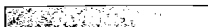


and recorded as minute reference:



Signed by Chair of meeting approving these accounting statements:



Date 

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of **NORFOLK RECORDS COMMITTEE** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

	Agreed –		'Yes' means that the body:
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	✓		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the body will address the weaknesses identified.

Section 3 – External auditor certificate and opinion 2012/13

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of:

NORFOLK RECORDS COMMITTEE

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:

(continue on a separate sheet if required)

External auditor signature

External auditor name Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report 2012/13 to

NORFOLK RECORDS COMMITTEE

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2013.

Internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual taxation or levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.			✓
G Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit: CARON BYE

Signature of person who carried out the internal audit: CBYE Date: 12/6/2013

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2012/13 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the *Practitioners' Guides** which are updated from time to time and contain everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you may encounter.
- 2 Make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Financial Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers **all** your bank accounts. If your body holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guides**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that **you** understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guides** to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2012) equals the balance brought forward in the current year (Box 1 of 2013).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of their audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Approval by the body confirmed by signature of Chair of meeting approving the accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2013 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All red boxes completed by internal audit and explanations provided?	

***Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guides*, is available from NALC and SLCC representatives or *Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guides*, is available from the ADA at The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL or from the NALC, SLCC or ADA websites - see page 1 for addresses.

Norfolk Records Committee

Annual Return 2012-13

Note to Section 4 – Annual Internal Audit report

The Committee receives regular Financial Update reports, which appear on the Council's website.

The Record Office transactions are processed through and take their controls from the County Fund bank account.

Internal control objectives in relation to petty cash payments have not been covered during the financial year 2012-13 as there was no petty cash system in operation at the Record Office.

An audit of the Norfolk Record Office was conducted during 2010-11. The audit opinion from that report was that procedures were acceptable.

Norfolk Records Committee is administered as part of Norfolk Country Council and as such their systems of internal control, including the arrangements for the management of risk, are those of Norfolk County Council. It is anticipated that in due course Norfolk County Council will

- review the effectiveness its system of internal control,
- approve an annual governance statement,
- review the effectiveness of its internal audit,

and that

- there will be no significant control issues reported on the Annual Governance Statement
- confirm its internal audit is adequate and effective.

Further details can be obtained through Norfolk County council's website but as it is a larger relevant body, in terms of the Accounts and Audit Regulations some of these approvals will not occur until the September meeting of the Audit Committee.

Detailed Accounting Statements

Norfolk Records Office Income & Expenditure Account 2012-13

	GL Report 2012-13	CERA	Audit costs	Support Service Recharge	CDC	Reserve Movement	Sub Total	County Council Contribution to surplus / deficit	Total
Income	(164,474)					79,536	(84,938)		(84,938)
Total Income	(164,474)		0	0	0	79,536	(84,938)	0	(84,938)
Staff Expenditure	797,320						797,320		797,320
Other Expenditure	808,585	(120,000)	2,000	168,360	3,544	(50,588)	811,901		811,901
Total Expenditure	1,605,905	(120,000)	2,000	168,360	3,544	(50,588)	1,609,221	0	1,609,221
Net Cost of Service	1,441,431	(120,000)	2,000	168,360	3,544	28,948	1,524,283	0	1,524,283
Net Operating Expenditure	1,441,431	(120,000)	2,000	168,360	3,544	28,948	1,524,283	0	1,524,283
Contribution from Norfolk County Council	0	120,000	(2,000)	(168,360)	(3,544)		(53,904)	(1,441,431)	(1,495,335)
Surplus/Deficit	1,441,431	0	0	0	0	28,948	1,470,379	(1,441,431)	28,948

1. Total Income = Income + Contribution from Norfolk County Council

Norfolk Records Office Balance sheet 2012-13

	2012-13 GL Report	iProc Accrual	PAYE Accrual	NIC Accrual	Pension Accrual	Adjusted Sub Total	Debtor Adjustment	Adjusted Total For Committee
	£	£	£	£	£	£	£	£
Current Assets								
Debtors	431					431		431
Cash Debtor (Note 1)		8,008	8,665	8,259	11,391	36,323	417,233	453,556
Total Assets	431	8,008	8,665	8,259	11,391	36,754	417,233	453,987
Current Liabilities								
Creditors	(1,200)	(8,008)	(8,665)	(8,259)	(11,391)	(37,523)		(37,523)
Total Assets less Current Liabilities	(769)	0	0	0	0	(769)	417,233	416,464
Long Term Liabilities	0					0		0
Total Assets less Liabilities	(769)	0	0	0	0	(769)	417,233	416,464
Financed by:								
Earmarked Reserves:	(416,464)					(416,464)		(416,464)
Total Net Worth	(416,464)	0	0	0	0	(416,464)	0	(416,464)

1. Cash Debtor includes a balancing debtor adjustment of £417,233 to reflect the fact that NRO does not have its own bank account. This is effectively the balance on Norfolk County Council bank accounts relating to NRO.

King's Lynn Borough Archives and King's Lynn Town Hall Project

Report by the Principal Archivist

This report, which the Committee is asked to note and comment on, if appropriate, outlines the current status of King's Lynn Borough Archives, summarizes successive efforts made over recent years to improve the archive facilities and describes proposals currently being developed as part of a 'Stories of Lynn' project, the subject of a Heritage Lottery Fund bid.

1. The current position

- 1.1. The Borough Archives at King's Lynn Town Hall are in the custody of the Borough Council of King's Lynn and West Norfolk, and are administered jointly by the Borough Council and the Norfolk Record Office. They consist mainly of records of King's Lynn Town Council and its predecessors, 1204-1974. The Borough Archives are also a designated Place of Deposit for public records under the Public Records Act, 1958, in respect of King's Lynn Quarter Sessions records, 1620-1971.
- 1.2 The archives are of national (and, in some respects, international) significance, reflecting the importance of medieval Lynn as one of the leading ports in England. The series of royal charters, from 1204, is exceptional, while the Red Register of Lynn, recording municipal affairs in the fourteenth century, is celebrated as the earliest paper archival book in the country.
- 1.3 The Borough Archives are the focus of intense local pride, linked to a long-standing determination to ensure they remain in the town where they were created and to which they relate. This was evident in 1974, when the Municipal Borough of King's Lynn was abolished and the new District Council agreed to join the county's archive service only on condition that the borough archives remain at Lynn, and has been consistently expressed ever since.
- 1.4 The Borough Council is responsible for the premises in which the borough archives are housed (currently in four rooms accessed from a corridor on the north side of the Regalia Rooms), the archive shelving and other fixtures, fittings and furniture, and for the provision and servicing of the air-conditioning and fire-extinguishing equipment. The

Borough Council also provides a single PC in the archive office and, in the Gaol House, reception facilities for archive visitors and enquiries.

- 1.5 Since 1974, an archivist on the staff of the Norfolk Record Office has been based at King's Lynn Town Hall one day each week to provide professional care of the records, to make them publicly accessible, and to answer enquiries at King's Lynn on matters relating to archives for the whole county, as well as the borough records themselves. From time to time, the NRO also provides exhibitions and programmes of talks at King's Lynn.
- 1.6 The NRO provides archive boxes and other archival packing materials, book sofas, weights and other searchroom aids, while cataloguing and conservation work are also carried out by NRO staff. Descriptions of the major series of records are accessible on-line *via* NROCAT, the Norfolk Record Office's on-line catalogue. In addition, the NRO's website includes online exhibitions featuring aspects of the borough records: in particular, documents which illustrate Lynn's connexions across the North Sea and with the German Hanse.
- 1.7 For many researchers, depositors and other potential archive users based in the west of the county, there are genuine obstacles, in time and costs, to using the NRO's facilities at The Archive Centre: travel by car involves a two-hour round trip, while those relying on public transport need to allow twice as long. Very many historical records in the west of the county have been lost or placed in inappropriate or inadequate custody because of a reluctance to deposit in Norwich.
- 1.8 The current archive facilities do not meet The National Archives' *Standard for Record Repositories*, nor PD 5454: 2012, the current British Standard for the storage and exhibition of archival materials. Public access and research facilities are poor.
- 1.9 The number of visits to King's Lynn Borough Archives is small (128 visits were made in 2012-3), but the opening hours are extremely limited (five hours one day a week).

2. Developments, reviews and proposals, 1978-2012

- 2.1 In 1978, when the King's Lynn Regalia Rooms opened, a dedicated searchroom (still in use) was made available for the first time. In the same year, one archive store was flooded. Some documents were severely water-damaged and a programme of drying out and refurbishment of the store was required. Some improvements were carried out as a result, including, for the first time, installation of limited air-conditioning.
- 2.2 In 1996, a representative of the Royal Commission on Historical Manuscripts (since 2003, part of The National Archives) was invited to visit King's Lynn Borough Archives. He made recommendations for the

care of the records, including the need for an overall strategy to secure their care and accessibility in future. Since then, a number of options have been explored, through a succession of working groups, some focused exclusively on the archives; others as part of wider reviews of heritage buildings and assets in King's Lynn.

- 2.3 A Records Working Group of Borough and County Council members and officers, including the Borough Archivist and (from 1997) the County Archivist, met regularly between 1995 and 1999. It oversaw some improvements in the premises and management of the archives (in particular, the replacement of original manuscripts by high-quality facsimiles in the Regalia Room displays).
- 2.4 In 1999, DTZ Pieda Consulting were commissioned jointly by the Borough Council and Norfolk Museums Service to review the long-term future of museum and heritage assets and facilities in King's Lynn. The consultants' report set out various options, but favoured the development of the Town Hall complex as 'a collections' based heritage attraction in the heart of historic Lynn'.
- 2.5 The feasibility of the outline DTZ Pieda scheme, which included a proposed newly built archive facility (combined with a new exhibition gallery) on part of the car park at the rear of the Town Hall was considered, but ultimately rejected as too costly. A small working group of officers from the Borough Council and the Norfolk Record Office was set up to investigate alternative options for enhancing the storage and access to the Borough Archives within the Town Hall complex.
- 2.6 In 2001, an automatic gas extinguishing system was installed in the archive stores as part of a wider project to improve fire protection in the Town Hall complex. In the same year, a proposal to extend and improve the existing archive premises by extending the searchroom and storage areas and improving security was drawn up by officers, but not progressed.
- 2.7 In 2005, Norfolk County Council conducted a review of its office accommodation in King's Lynn, as part of which consideration was given to the option of building a new facility to house its front-line services in King's Lynn, in which provision might be also made for archives. However, this was not pursued further.
- 2.8 In 2007, the Borough Council commissioned a review of certain of its heritage buildings, including the Town Hall complex. Consultants Continuum were appointed and undertook extensive consultation and investigations. Their report, completed in 2008, presented five options for the Borough Archives. These were as follows:
 - Option 1: no action (retain the current situation).
 - Option 2: relocate the archives under the Card Room within the Town Hall complex
 - Option 3: new build of a freestanding archive

Option 4: new build of an archive facility in conjunction with a new central library

Option 5: relocate the Borough Archives to Norwich.

Option 4 was preferred, with option 2 as an alternative.

- 2.9 In 2009, a working group of Borough and County Council officers, including the County Archivist and Principal Archivist, began exploring the feasibility of a new museum and improved archive facility in the Town Hall complex. Early in 2010, an outline specification for newly converted archive premises under the Card Room and Assembly Room was completed by the NRO, in consultation with Borough Council officers.
- 2.10 To enable a first phase of works at the Town Hall to be completed, one of the three archive stores was vacated in May 2011 and the records, relating mainly to district councils outside King's Lynn, transferred on temporary deposit to The Archive Centre in Norwich.
- 2.11 Also in 2011, a Stage 1 application was submitted to the Heritage Lottery Fund by the Borough Council, in partnership with Norfolk Museums and Archaeology Service and the NRO, for a scheme, costed at just under £4m, to improve public access to the Town Hall complex and its contents, including the archives. This proved unsuccessful, but a revised, more modest scheme, was developed for submission to the HLF in November 2012. This received a Stage 1 pass, and work is currently in progress to develop a Stage 2 submission, with the support of an HLF development grant of £126,000.

3. The 'Stories of Lynn' project

- 3.1 This project is led by the Borough Council of King's Lynn and West Norfolk; aims to realize the potential of the Town Hall complex, transforming the levels of public access, participation and use of the historic buildings, the archives and other collections. The vision is to tell the 'Stories of Lynn' through the eyes of the community whose lives are recorded and reflected in the Town Hall's archives, collections and fabric, and also to create connexions to other heritage sites and attractions across the town. Norfolk Museums and Archaeology Service and the NRO are represented on the Project Steering Group and actively engaged in the development of the Stage 2 submission to the Heritage Lottery Fund.
- 3.2 King's Lynn's Town Hall complex is a collection of buildings constructed at various dates and presenting a distinctive façade to the Saturday Market Place. At its core is the medieval Trinity Guildhall, which has been on the same site since at least the early thirteenth century, although it was substantially rebuilt in the 1420s. Major additions in succeeding centuries were a new porch and staircase, 1624, the Assembly Room and Card Room, 1766-8, a three-storey Gaol House,

1784, and municipal buildings, 1895. The complex has been the centre of civic life in the town for over eight centuries.

- 3.3 The main areas identified for redisplay and development are the ground floor areas of the Gaol House and the Guildhall. The principal rooms on the first floor (the Stone Hall, Assembly Room and Card Room, the Court Room and Retiring Room, have been identified as requiring a 'light touch' with little work and minimal interpretation. The car park at the rear of the Town Hall would be landscaped, to create a 'pocket park'.
- 3.4 The proposed location for the Borough Archives is in the undercroft to the Assembly Room and Card Room, Should the Stage 2 bid prove successful, this area is expected to be in the first phase of works for completion, in order to eliminate the need to move the archives out of the complex for the duration of the project.
- 3.5 In outline, the conversion of the undercroft into new archive premises would entail the removal of some existing fittings and masonry, the rerouting of wet pipes, drains and electrical systems in the area, and the formation of an archive store to PD 5454 standard within the existing structure. The area would need to be tanked, fitted with automatic air-handling, flood protection and fire suppression systems and with mobile racking to maximize the use of space. Welcoming access to the archive and research facilities for users would be provided in the section of the undercroft nearest to the front of the complex.
- 3.6 A full grant application should be completed and submitted by the end of November 2013, at which time it will be assessed against other projects before a final decision on the full funding is made by the Heritage Lottery Fund in March 2014. If successful, it is hoped that £1,690,600 will be secured towards this £2.3m project.

4. Resource implications

There are no implications for resources, including, financial, staff, property and IT.

5. Other Implications

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

6. 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.

7. Section 17 – Crime and Disorder Act

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

8. Recommendation or Action Required

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

Officer Contact

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

Susan Maddock
Principal Archivist
Norfolk Record Office
The Archive Centre
Martineau Lane
Norwich
NR1 2DQ
Tel: 01603 222818
E-mail: susan.maddock@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language, please contact the Principal Archivist on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.