



Norfolk Record Office

Norfolk Records Committee

Date: **Friday, 02 February 2024**
Time: **10:30am**
Venue: **Council Chamber, County Hall, Norwich**

Membership

Cllr Michael Chenery of Horsbrugh (Chair)	Norfolk County Council
Cllr Alison Birmingham	Norfolk County Council
Cllr Kathryn Cross	South Norfolk District Council
Cllr Phillip Duigan	Norfolk County Council
Cllr Michael Jeal	Great Yarmouth Borough Council
Cllr Robert Kybird (Vice-Chair)	Breckland District Council
Cllr Judith Lubbock	Norwich City Council
Cllr Grant Nurden	Broadland District Council
Cllr Saul Penfold	North Norfolk District Council
Cllr Ben Price	Norwich City Council
Cllr Simon Ring	Borough Council of King's Lynn and West Norfolk
Cllr Sue Sands	Norwich City Council

Non-Voting Members

The Lady Dannatt	<i>Custos Rotulorum</i>
Dr G. Alan Metters	Representative of the Norfolk Record Society
Dr Victor Morgan	Observer
Prof. Carole Rawcliffe	Co-Opted Member
Reverend Charles Read	Representative of the Bishop of Norwich
Alan Steynor	Co-Opted Member
Vacancy	Co-Opted Member

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

Laine Tisdall on 01603 222 053
or email committees@norfolk.gov.uk

Advice for members of the public:

This meeting will be held in public and in person.

It will be live streamed on YouTube and members of the public may watch remotely by clicking on the following link: [Norfolk County Council YouTube](#)

We also welcome attendance in person, but public seating is limited, so if you wish to attend please indicate in advance by emailing committees@norfolk.gov.uk

Current practice for respiratory infections requests that we still ask everyone attending to maintain good hand and respiratory hygiene and, at times of high prevalence and in busy areas, please consider wearing a face covering.

Please stay at home if you are unwell, have tested positive for COVID 19, have symptoms of a respiratory infection or if you are a close contact of a positive COVID 19 case. This will help make the event safe for attendees and limit the transmission of respiratory infections including COVID-19.

Agenda

1. Apologies for absence

2. Minutes

To confirm the minutes of the meetings of the Norfolk Records Committee held on the following dates:

28 July 2023
27 October 2023

Page 4
Page 8

3. 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.

District Council representatives will be bound by their own District Council Code of Conduct.

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|--|----------------|
| 4. Fees and Charges | Page 9 |
| Report from the Director of Culture and Heritage | |
| 5. Finance and Risk | Page 14 |
| Report from the Director of Culture and Heritage | |
| 6. Norfolk Archives and Heritage Development Foundation (NorAH) | Page 23 |
| Report from the Director of Culture and Heritage | |

Tom McCabe
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Date Agenda Published: 25 January 2024



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Norfolk Records Committee

Minutes of the Meeting held on 28 July 2023 at 10.30 am at County Hall Norwich

Present:

Norfolk County Council

Cllr Michael Chenery of Horsbrugh (elected Chair)

Cllr A Birmingham

Cllr P Duigan

North Norfolk District Council

Cllr S Penfold

Borough Council of King's Lynn and West Norfolk

Cllr S Ring

South Norfolk District Council

Cllr K Cross

Broadland District Council

Cllr G Nurden

Breckland District Council

Cllr R Kybird (elected Vice-Chair)

Non-Voting Members

Observer

Dr G Morgan

Representative of the Norfolk Record Society

Dr G A Metters

1 To receive apologies and details of any substitute members attending

1.1 Apologies for absence were received from Cllr Ben Price, Lady Dannatt, Cllr M Jeal, Cllr S Sands, Rev'd C Read, Prof. C Rawcliffe and Mr A Steynor.

2. Election of Chair

2.1 Cllr Michael Chenery of Horsbrugh was duly elected for the ensuing year.

(Cllr Michael Chenery of Horsbrugh in the Chair)

2.2 The Chair welcomed those new Members who were attending their first meeting of the Records Committee.

2.3 The Chair agreed that the Committee should consider item 7 on the agenda before item 6, to enable new Members to better understand the mission of the Norfolk Record Office (NRO), and how it looked to meet its long-term aims, before they considered the risks that the NRO faced. *(For ease of reference, the minutes record agenda items in the order they appear on the agenda).*

3. Election of Vice-Chair

3.1 Cllr R Kybird was duly elected Vice-Chair for the ensuing year.

4 Minutes

4.1 The minutes of the meeting held on 14 April 2023 were confirmed as an accurate record of the meeting and signed by the Chair.

5 Declarations of Interest

- 5.1 The Chair declared an “other interest” as a trustee of NORAH (Norfolk Archives and Heritage Development Foundation).

6 Finance and Risk

- 6.1 The Committee received a report that covered the Norwich Record Office revenue budget for 2023/24, capital programme and reserves and provisions and gave an update on the service risk register.

- 6.2 The following points were discussed and noted:

- The Record Office was currently forecast to achieve a balanced budget position.
- The Risk Register contained six key risks: one had a risk rating of red, four were amber and one was green.
- All the risks on the register were core risks and some remained long-term risks. The risk scores changed depending on the perceived level of risk at a point in time.
- The risk entitled “discoverability of catalogue records did not always meet user needs” (RM14345) was being mitigated against by collaboration with a student undertaking a PhD at the UEA. The collaboration centred on the opportunity the PhD research offered the Norfolk Record Office for the generation of metadata.
- The risk entitled “the collection at risk through unexpected events” (RM14167) had a green risk rating, however, it remained on the register because this important risk needed to be continually managed.
- The County Archivist explained the NRO staffing structure which comprised of 20.5 FTEs. The impact that staffing reductions had had in recent years on the NRO exhibition programme was documented in the minutes of previous meetings.
- It was noted that user expectations regarding access to archives was continually evolving and this was recognised in the risk scores.

- 6.3 The Committee **CONSIDERED** and **COMMENTED** on:

1. Forecast position of the revenue budget, capital programme, reserves and provisions.

2. Management of risk for 2023/24.

7 Norfolk Record Office Service Plan

- 7.1 The Committee received a report that introduced the mission of the Norfolk Record Office (NRO) and how it sets out to advance these through a set of long-term aims. The report also provided details of the 2023-24 NRO Service Plan.

The following points were discussed and noted:

- It was noted that approximately 20 cubic metres of accessions were received each year, with new accessions received most days from a wide range of individuals and organisations.
- There was no age restriction on the records that could be deposited with the

NRO.

- It was suggested that records about the recent coronation of King Charles should be deposited with the NRO at an early date.
- There were estimated to be some 10 million documents in the NRO, the earliest of which dated back to the 11th century.
- Members of the Records Committee were welcome to undertake a tour of the NRO after the meeting or later by request.
- The County Archivist explained the set of objectives and benefits for addressing the NRO's digital storage needs and how these were being developed along with the benefits they would deliver.
- The NRO made extensive use of metadata for cataloguing purposes.
- In reply to questions, it was pointed out that work on the migration and collection of metadata to improve its long-term sustainability and future use continued to take place. One of the advantages of the NRO complying with metadata standards was the sharing of data on the National Archives Discovery Catalogue which acted as a national portal.
- It was pointed out that the NRO had greatly increased its income generation in recent years. The NRO generated around a third of its running costs through the charges it provided for its services. This income came from the issue of certified copies of birth death and marriage certificates, with additional income coming from licencing of images for online use, sale of conservation service and archive boxes, archival storage and project work.
- The County Archivist explained the wide range of work that continued to be done to make the Norfolk Record Office more accessible to new audiences.
- Educational outreach activities were run for adults, and activities were run for schools =.
- The Norfolk Record Office continued to develop the Change Minds project across the UK in conjunction with the Restoration Trust. The Change Minds project had been shown to have a qualitative impact on mental wellbeing.
- It was noted that NORAH (Norfolk Archives and Heritage Development Foundation) raised money from public appeals and from Government sources which were not available to the NRO. NORAH did not collect or preserve any records itself, however it did raise funds, and distributed them to support the NRO, and other organisations who did the preserving and provision of access. Previous beneficiaries, in addition to the NRO, included Girlguiding Norfolk's Archive Resource Centre and the Norfolk Heritage Centre. NORAH also held an interesting wide range of events for members of the Norfolk Archives Supporter Scheme which it maintained.

7.2 The Committee CONSIDERED and COMMENTED on the contents of the report and the proposed service plans and APPROVES the adoption of the Service Plan for 2023/24.

8 Concluding Remarks and Dates of Future Meetings

8.1 At the end of the meeting the Committee noted the following:

- Cllr Robert Kybird said that he had recently attended Hampton Court for a blue plaque unveiling for the Princess Sophia Duleep Singh, the daughter of the last Maharajah of the Punjab and goddaughter to Queen Victoria. Princess Sophia had been commemorated with a blue plaque by English Heritage. The plaque would mark Faraday House, which had been granted to Princess Sophia and her sisters as a grace and favour apartment in

Hampton Court by Queen Victoria. Princess Sophia had historical links with the Ancient House Museum in Thetford and had been a great campaigner for women's suffrage.

- It was noted that on 29 September 2023 there would be a series of lectures held at the NRO about the connections between Norfolk and the low countries from the 14th to the 17th centuries; Members of the Records Committee were welcome to attend.
- The Committee placed on record thanks to Tim Shaw, Committee Officer, who would shortly be retiring from the County Council. Tim was attending his last meeting of the Committee after serving as Committee Officer to the Record Committee for many years.

8.2 The dates of future meetings were noted:

27 October 2023	10.30 am
2 February 2024	10.30 am
19 April 2024	10.30 am

The meeting concluded at 12.10 pm

Cllr Michael Chenery of Horsbrugh, Chair of the Committee



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Norfolk Records Committee

Minutes of the Meeting held on Friday 27 October at 10.30 am at County Hall, Norwich

Present:

Cllr Michael Chenery of Horsbrugh (Chair)	Norfolk County Council
Cllr Philip Duigan	Norfolk County Council
Cllr Robert Kybird (Vice-Chair)	Breckland District Council
Cllr Grant Nurden	Broadland District Council
Cllr Simon Ring	Borough Council of King's Lynn and West Norfolk

Also present:

Jonathan Hall	Committee Support Manager
Dr G. Alan Metters	Representative of the Norfolk Record Society
Reverend Charles Read	Representative of the Bishop of Norwich
Laine Tisdall	Committee Officer
Gary Tuson	County Archivist

1. Apologies and substitutions

- 1.1 Apologies were received from Cllr Alison Birmingham, Cllr Kathryn Cross, Cllr Saul Penfold, Cllr Ben Price, Dr Victor Morgan and Alan Steynor.

2. Remarks by Chair – inquorate meeting

- 2.1 As only five voting members were present and the quorum being six, the meeting was declared inquorate by The Chair and subsequently closed.

The meeting closed at 1040

Cllr Michael Chenery of Horsbrugh, Chair



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Norfolk Records Committee

Item No: 4

Report Title: Fees and Charges

Date of Meeting: 2 February 2024

Responsible Cabinet Member: Cllr Margaret Dewsbury (Cabinet Member for Communities & Partnerships)

Responsible Director: Steve Miller, Director of Culture and Heritage

Is this a Key Decision? No

Executive Summary / Introduction from Cabinet Member

Recommendations:

That the Committee:

- 1. Support the new charges as outlined in the Appendix**

1. Background and Purpose

1.1 The Norfolk Record Office last increased its fees and charges in 2020. At that date fees were increased for some but not all services. The latter included photocopying charges and photography passes.

1.2 To keep fees simple and increase of between 10 and 15 per cent have been applied to most charges.

Equality Impact Assessment (EqIA) (this must be included):

It is not envisaged that there will be any adverse impacts from these proposals.

Data Protection Impact Assessments (DPIA):

No data defined as special category data under the UK GDPR which relates to living people is included in the work detailed in this report. Information about a deceased person does not constitute personal data and therefore is not subject to the UK GDPR.

2. Recommendations

1. Support the new charges as outlined in the Appendix

Officer Contact

If you have any questions about matters contained within this paper, please contact:

Officer name: Gary Tuson

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Appendix: Schedule of Fees and Charges

All charges include VAT unless otherwise stated.

Photocopies and Printouts

A4 or A3 photocopies and microform printouts:-£2.50 per sheet

- A minimum charge of-£20 for online orders.

Self-service black and white printout copies: £6.50 per printout card of 10 copies.

Digital images

- Digital images ordered in searchroom: £15 for up to three digital images from a single document.
- Additional images from same document: £2.50 each.
- Online digital image service: £20 for up to six consecutive or sample images from a single document plus (if required) an estimate of how much it will cost to complete the job.
- If a document has already been digitized, these images can be provided at a cost of £20 for the first six, followed by 15p each for subsequent image.

Photography by visitors in the searchroom

- 30-minute photography permit: £5
- Photography permit (per day): £12

Copies of sound recordings

Time based charge: £60 per hour. One hour minimum

Reproduction, filming and broadcast fees

The prices for reproduction, filming and broadcasting:

- Filming facility fee: £110 per hour
- Staff attendance time: £60 per hour
- Film/video flash fee for 10 seconds: £110

There is no charge for publications with a print-run of 2,000 copies or less.

For publications with a print-run of more than 2,000 copies, or for use on websites or in e-books: £120

Conservation and digitization services

- Condition reports, consultation and conservation work: £60 per hour (to include travel time) or £360 per day
- Bespoke boxes (900 micron archival grade board. Clamshell opening):
 - Small (up to 225 x 150 x 70mm): £12
 - Medium (up to 300 x 210 x 100mm): -£15
 - Large (up to 575 x 400 x 100mm):-£21
- Archival packaging (subject to NRO stock levels):
 - Folders with three flaps made from archival grade Eterno Board, external dimensions of 219 x 309 mm (W x H), with a depth that can be expanded from 0.3 to 25 mm – pack of 10 for £16.50
 - Envelopes made from buffered archival paper, external dimensions of 191 x 267 mm (W x H) – pack of 10 for ~~£10~~£12

Other fees and charges

Motor vehicle registration search (an hour's search and copy if found):-£60

- Certification of facsimile copy of documents, per image: £30
- Certification of transcripts, per 100 words: £30
- Annual charge for inclusion on record searchers' list: £55
- Certified copies of entries of baptisms or marriages in church registers held by the NRO. VAT is **not** applicable to these prices:
 - Baptism certificate: £13
 - Marriage certificate (pre-1837): £13
 - Marriage certificate (post-1837): £9

Room Hire

Green Room

Local authorities:

- £132 half day or evening (£110 plus VAT)
- £186 for a full day (£155 plus VAT)

External:

- £222 half day or evening (£185 plus VAT)

- £270 for a full day (£225 plus VAT)

The Glass Cube

Local authorities:

- £54 half day or evening (£45 plus VAT)
- £96 for a full day (£80 plus VAT)

External:

- £78 half day or evening (£65 plus VAT)
- £126 for a full day (£105 plus VAT)

The Long Gallery

Local authorities:

- £150 half day or evening (£125 plus VAT)
- £192 full day (£160 plus VAT)

External:

- £192 half day or evening (£160 plus VAT)
- £288 full day (£240 plus VAT)

Norfolk Records Committee

Item No: 5

Decision making report title:	Finance and Risk
Date of meeting:	2 February 2024
Responsible Cabinet Member:	Councillor Margaret Dewsbury (Cabinet Member for Communities and Partnerships)
Responsible Director:	Steve Miller (Director of Culture and Heritage)
Is this a key decision?	No

Executive Summary

This report covers the NRO revenue budget for 2023/24, capital programme and reserves and provisions. Section 2 provides the Committee with an update on the service risk register.

The main issues for consideration by this Committee are:

- Progress with NRO Revenue budgets and Reserves and Provisions indicates that the service is forecasting a balanced position.
- Changes relating to the 2024-25 budget.
- Progress with risk management for NRO.

Recommendations:

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

- 1. Forecast position of the revenue budget, reserves and provisions**
- 2. Management of risk for 2023/24**

1. Revenue Budget

- 1.1. The budget for 2023/24 is £709,220 and is summarised in the table below. Within this budget a £27,000 saving. These have been identified as coming from staff savings which have been achieved through management of staff vacancies and a reduction in searchroom opening hours.

Service	Current budget £	2023/24 forecast Outturn £	Forecast +Over/ Underspend £
Salary	837,500	873,056	35,556
Premises	750	70	(680)
Travel	6,200	4,853	(1,357)
Supplies & Services	37,460	20,017	(17,443)
Support Services	2,270	19,077	16,807
Capital	318,580	318,580	0
Income			
Grant Income	(57,290)	(35,896)	21,394
Sales fees and Charges	(244,520)	(234,239)	10,281
Other Income	(191,730)	(256,297)	(64,567)
Total	709,220	709,220	0

- 1.3. We are currently forecasting a nil over / under-spend on the 2023/24 revenue budget.

2. Reserves and Provisions

2.1. The table summarising the position appears below.

Reserves and Provisions	Balances at 01 Apr 23	Forecast Balance at 31 Mar 24	Planned Change
	£	£	£
Norfolk Record Office			
Residual Insurance and Lottery Bids	80,886	57	-80,829
Unspent Grants & Contributions Reserve	29,191	95,736	66,545
Service Total	110,077	95,793	-14,284

3. 2024-25 Budget

3.1 Given the Council faces an extremely challenging financial outlook for 2024-25, services have again had to put forward further budget savings proposals to ensure a balanced budget across the Council can be met. There are two savings that have been put forward from an NRO perspective. One was published as part of the October cabinet papers (£15k) and the second as part of the January cabinet papers (£57k). The latter proposal, as stated below, will require public consultation, and as stated in the January Cabinet papers, will be brought back to Cabinet for a final decision following the consultation process. For this reason, no adjustment has been made to the budget until the outcome of the consultation process is known.

3.2 As much of this saving as is possible will be generated increasing income. As well as the increase in Fees and Charges presented to this Committee, the NRO plans to introduce new income generation activities including a programme aimed at using archives to improve mental wellbeing in the workplace. However, these will not cover the full impact of the budget reduction and changes to the NRO service will have to be made. These will appear on the 2024-25 risk register as a high risk item with a mitigating factor of any shortfall having to be met from reserves.

3.3 The proposed changes, which will go to public consultation, are:

- i. Extend the restricted Friday opening – 10 until 4 with all documents needing to be ordered in advance – to a Thursday. Of the days when a full searchroom service is available, demand is lower on Thursday than on Tuesday or Wednesday.
- ii. Introduce a pre-booking system and maximum number of visitors on a Tuesday and Wednesday to manage the increased demand which is likely on those days.

- iii. Reduce collection management work by around 25%. This will impact on accessions, document appraisal and cataloguing.

4. Risk Management

- 4.1. The Service continues to manage the risks to its objectives both internal and external. The Risk Register is reviewed and updated on a quarterly basis and was last reported to this Committee at the previous meeting. A summary of the Risk Register based on the most recent reviews appears at Appendix A. All risks are being well managed.
- 4.2. The Register contains six key risks: one has a red current risk rating, four amber and one green. The latter (RM14167) relates to emergency planning and is kept on the risk register to highlight its importance.
- 4.3. The red rated risk (RM13959) relates to a loss or reduction of funding, including that from income generation which accounts for around 30% of the service's funding. Measures have been introduced ensure that this income generation is maintained and, where possible, increased. This leaves a residual risk for the year rated as amber.
- 4.4. The green risk (RM 14167), relating to emergency preparedness is kept on the risk register because of the nature of the service.
- 4.5. The remaining risks are rated as amber

5. Issues, risks and innovation

- 5.1. 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.

6. Background

- 6.1. There are no other documents to refer to.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Finance Business Partner **Tel No. :** 01603 306305
Email address : thomas.galer@norfolk.gov.uk
Officer name : Gary Tuson, County Archivist **Tel No. :** 01603 222003
Email address : gary.tuson@norfolk.gov.uk



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Appendix: NRO Risk Register

Risk Number	RM13959		Date of update	18 January 2024						
Risk Name	Loss of or reduction in funding/income generation means that there are insufficient staff to operate public remote services.									
Portfolio lead	Cllr. Margaret Dewsbury			Risk Owner	Gary Tuson					
Risk Description			Date entered on risk register	31 March 2009						
Loss of or reduction in levels of external funding could lead to a reduced capacity to deliver the service and generate income, meet legal targets for provision of services, and infringe National Lottery Heritage Fund conditions of grant.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
5	5	25	5	4	20	4	3	12	Apr-24	Amber
Tasks to mitigate the risk										
Review of charges in autumn 2023										
Progress update										
Metadata live an additional family history website in Nov 2023. This includes over 200,000 records of will and and marriage licence bonds. Links added to NRO catalogue pages										

Risk Number	RM13963		Date of update	29 September 2023						
Risk Name	Inability to continue collecting archives									
Risk Owner	Gary Tuson			Date entered on risk register	27 February 2014					
Risk Description										
The NRO was designed to accommodate 15 years of expansions space starting from 2003. There has also been an increased level of accessions. Actions have been taken to make storage more										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
2	3	6	4	3	12	3	4	12	Mar-27	Amber
Tasks to mitigate the risk										
Capital bid to be completed										
Progress update										
Collections survey and data analysis complete Options appraisal presented to Records Committee on 14 April 2023.										

Risk Number	RM14165		Date of update		17 March 2023					
Risk Name	Failure to collect, preserve and make accessible new formats of archive									
Risk Owner	Gary Tuson		Date entered on risk register		27 February 2014					
Risk Description										
Increasingly records are born digital and must be preserved in a digital format. The NRO is not in a										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	5	20	3	5	15	2	5	10	Mar-24	Amber
Tasks to mitigate the risk										
Proceedures and tools in place to enable digital deposits to be ingested and managed										
Progress update										
Staff training continuing.										

Risk Number	RM14167		Date of update		29 September 2023					
Risk Name	Collection at risk through unexpected events									
Risk Owner	Gary Tuson		Date entered on risk register		27 February 2014					
Risk Description										
Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
1	5	5	1	5	5	1	5	5	Dec-23	Green
Tasks to mitigate the risk										
Disaster / emergency plan training to be rolled out										
Progress update										
New starters at Record Office trained in Emergency Plan procedures. Staff refresher courses autumn 2023.										

Risk Number	RM14345		Date of update		29 September 2023					
Risk Name	Discoverability of catalogue records does not always meet user needs									
Risk Owner	Gary Tuson		Date entered on risk register		21 September 2022					
Risk Description										
Catalogue data is created in line with archive standards but many users require lower level data (names, places, subjects etc.)										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	3	12	4	3	12	3	3	9	Mar-24	Amber
Tasks to mitigate the risk										
Volunteer projects generating metadata										
Progress update										
Progress ongoing in all mitigation areas.										

Risk Number	RM14346		Date of update		29 September 2023					
Risk Name	Extent of catalogue as barrier to discovery									
Risk Owner	Gary Tuson		Date entered on risk register		21 September 2022					
Risk Description										
As more data is added to the catalogue there is a risk that users will not have the skills required to sort and search data										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	3	12	4	3	12	3	3	9	Dec-24	Amber
Tasks to mitigate the risk										
Training and instruction provided in the forms of training videos available online and in-person training										
Progress update										
Staff training to support public using new PCs in searchroom which enable onsite browsing of images										

Risk Number	RM13959		Date of update		29 September 2023					
Risk Name	Loss of or reduction in funding/income generation means that there are insufficient staff to operate public remote services.									
Risk Owner	Gary Tuson		Date entered on risk register		31 March 2009					
Risk Description										
Loss of or reduction in levels of external funding could lead to a reduced capacity to deliver the service and generate income, meet legal targets for provision of services, and infringe National Lottery Heritage Fund conditions of grant.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
5	5	25	5	4	20	4	3	12	Apr-24	Amber
Tasks to mitigate the risk										
Review of charges in autumn 2023										
Progress update										
Metadata live on one family history website in Nov 2022. Another to go live in autumn 2023 Links added to NRO catalogue pages										

Risk Number	RM13963		Date of update		29 September 2023					
Risk Name	Inability to continue collecting archives									
Risk Owner	Gary Tuson		Date entered on risk register		27 February 2014					
Risk Description										
The NRO was designed to accommodate 15 years of expansions space starting from 2003. There has also been an increased level of accessions. Actions have been taken to make storage more efficient but this is not a long term solution. There is also the risk that actions to rationalise storage elsewhere in the council will lead to an increased rate of deposit in the NRO.										
Original			Current			Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
2	3	6	4	3	12	3	4	12	Mar-27	Amber
Tasks to mitigate the risk										
Capital bid to be completed										
Progress update										
Collections survey and data analysis complete Options appraisal presented to Records Committee on 14 April 2023.										

Norfolk Records Committee

Item No: 6

Report Title: Norfolk Archives and Heritage Development Foundation (NorAH)

Date of Meeting: 2 February 2024

Responsible Cabinet Member: Cllr Margaret Dewsbury (Cabinet Member for Communities & Partnerships)

Responsible Director: Steve Miller, Director of Culture and Heritage

Is this a Key Decision? No

Executive Summary

This report provides Committee with an overview of the work of the Norfolk Archives and Heritage Development Foundation. NorAH's focus is to raise money which it redistributes as grants, primarily to the NRO. It organises events in support of its efforts to raise funds, which also match the broader aims of the Charity. NorAH aims to continue growing the supporter scheme and to supporting the NRO and its partners.

Recommendations:

- 1. Committee note and comment on the report.**

1. The Work of NorAH

- 1.1** The Norfolk Archives and Heritage Development Foundation, also known as NorAH, was established in 2016 to support the activities of the Norfolk Record Office and its partners. It is registered with the Charity Commission of England and Wales as a Foundation Charitable Incorporated Organisation (CIO). It is governed by a Board of Trustees who are also its members and has a constitution which defines its charitable objectives in the following way:
- 1.2** The 'advancement of education for the public benefit, in the history of Norfolk by working in conjunction with the Norfolk Record Office and its partner

organisations, in particular but not exclusively by funding; (a) the acquisition, preservation and processing of records and printed materials worthy of permanent retention so they can be made accessible to the public by the NRO and its partner organisations, and (b) projects and activities which engage different audiences with records and printed materials worthy of permanent retention’.

- 1.3** The NRO provides administrative support for the Charity.
- 1.4** In the seven and a half years of its existence, NorAH has made 31 grants, which total just over £60,700. The biggest beneficiary is the NRO, having been given 17 grants totalling £54,800. There have been 12 other beneficiaries, which include the Norfolk Heritage Centre, Norwich Cathedral Library, the Wise Archive, and several Norfolk-based community archives.
- 1.5** Based upon a project’s main aims, NorAH divides the grants it gives into one of six categories, which are: archive purchases, archive preservation, using archives to improve wellbeing, learning from archives, making archives more accessible, and supporting Norfolk’s wider archive community. Archives purchased for the NRO have received by far the most funds, over 60% of all grants given. Often acquired at auction, this ensures archives are freely available for everyone and not retained in private hands and unavailable for research.
- 1.6** NorAH has supported the purchase of hundreds of documents dating from the thirteenth to the twentieth century. The oldest documents date from 1275 and are title deeds relating to property in Shropham, a Breckland parish near Attleborough, and Banningham in north Norfolk. NorAH has also facilitated the purchase of manor court rolls and books, a vital resource for anyone studying local or family history. These relate to many parts of Norfolk, including Emneth in the west, Wells-next-the-Sea in the north, Lopham in the south and Bacton in the east.
- 1.7** Another important type of record purchased with the support of NorAH are records relating to various Norfolk businesses, including auctioneers, blacksmiths, brickmaking, builders, carpenters, coachbuilders, farmers, printers, saddlers, solicitors, and wheelwrights. NorAH has also help the NRO acquire many records of notable individuals and families, including the diplomat Sir Henry Lytton Bulwer; Bertram Pollock, Bishop of Norwich from 1910 to 1942; Nathaniel Bacon of Stiffkey, politician and magistrate; the Hamond family of Westacre; Lord Viscount Townshend; Horatio William Walpole, 4th Earl of Orford; and Charles Harbord, 5th Baron Suffield.
- 1.8** NorAH is also keen to support projects which conserve and improve access to archives. An example of this was the project to conserve a box of eighteenth-century penance documents from the Norwich Consistory Court archive, and to facilitate their cataloguing by volunteers. Another example was the funding of a project to digitise the archive of the Norwich Women’s Film Weekend (NFWF) so it could be published online. Running from 1979 to

1989, the NFWF lasted longer than any other women's film festival in the UK and forms part of the history of women's cinema and feminism generally.

1.9 NorAH raises money in several ways. It has run campaigns for specific projects, such as the Morningthorpe Hall archive auction; applies to other grant-giving bodies; has donation boxes at the NRO; and offers talks on various aspects of Norfolk's history. NorAH also receives a regular income from administering the Norfolk Archive Supporter Scheme. There are currently three levels of membership, individual, organisational, and gift. In return for their membership fee, supporters receive a variety of benefits which include photographic permits for use at the NRO and invites to events. These have included visits to local archives such as the John Innes Centre's archive and library; Norwich Cathedral Library; and a conference on Norfolk and the Low Countries. Part of NorAH's efforts to promote the Supporter Scheme included the organisation of a community archive fair at the Forum in Norwich.

2. Recommendations

1. Committee note and comment on the report.

Officer Contact

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