

# NORFOLK RECORDS COMMITTEE

Date: **Friday 30 October 2015**

Time: **10:30am**

Venue: **Green Room, The Archive Centre, County Hall,  
Martineau Lane, Norwich**

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

## **Membership**

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

## **Non-Voting Members**

Mr M R Begley  
Mr R Jewson  
Dr G A Metters

Dr V Morgan  
Prof. C Rawcliffe  
Revd C Read  
Prof. R Wilson

Co-opted Member  
*Custos Rotulorum*  
Representative of the Norfolk Record  
Society  
Observer  
Co-opted Member  
Representative of the Bishop of Norwich  
Co-opted Member

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

Nicola LeDain on 01603 223053  
or email [committees@norfolk.gov.uk](mailto:committees@norfolk.gov.uk)

# A g e n d a

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

2. **Minutes**

(Page 5)

To confirm the minutes of the meeting of the Norfolk Records Committee held on 19 June 2015.

3. **Matters of Urgent Business**

4. **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.

5. **Finance and Risk Report**

(Page 9)

Report by the Executive Director of Communities and Environmental Services

6. **Performance Report 1 October 2014–31 March 2015**

(Page 15)

Report by the Executive Director of Communities and Environmental Services

7. **Re-imagining Norfolk at the Norfolk Record Office**

(Page 27)

**8. Establishment of a fundraising body to support the Norfolk Record Office** (Page 32)

Report by the Executive Director of Communities and  
Environmental Services.

**9. Future Meetings**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
7 January 2016	10:30	Green Room, NRO, Archive Centre,
22 April 2016	10:30	Green Room, NRO, Archive Centre
1 July 2016	10:30	Green Room, NRO, Archive Centre
28 October 2016	10:30	Green Room, NRO, Archive Centre

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

Date Agenda Published: 20 October 2015



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## Norfolk Records Committee

### Minutes of the Meeting held on 19 June 2015

#### **Present:**

##### **Norfolk County Council**

Michael Chenery of Horsbrugh

##### **Norwich City Council**

Ms D Carlo

Ms C Herries

##### **King's Lynn and West Norfolk Borough Council**

Mrs E Nockolds

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

Dr C J Kemp

##### **Broadland District Council**

Mr D Buck

##### **Breckland Council**

Mr P Duigan

#### **Non-Voting Members**

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

Mr M Begley

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

Dr G A Metters

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

Rev'd C Read

##### **Observer**

Dr V Morgan

Mr R Bearman of Norfolk County Council was also present.

#### **1. Election of Chairman**

1.1 Dr C. Kemp was duly elected for the ensuing year.

#### **2. Election of Vice-Chairman**

2.1 Mr M Chenery of Horsbrugh was duly elected for the ensuing year.

#### **3. Apologies for Absence**

3.1 Apologies for absence were received from Mrs A Claussen-Reynolds, Prof. R Wilson, Dr G A Metters, Prof. Carole Rawcliffe, Mr R Jewson, Mr P Smyth and Mrs M Wilkinson.

#### **4. Minutes**

4.1 The minutes of the meeting held on 24 April 2015 were confirmed as an accurate record of the meeting and signed by the Chairman, subject to a small amendment at 4.1; 'Bush' to be changed to 'Buck'.

#### **5. Urgent Business**

5.1 There was no urgent business.

## **6. Members to declare any interests**

- 6.1 There was no interests declared.

## **7. Appointment of Co-Opted Members**

- 7.1 The report from the Head of Democratic Services was received. The Committee were asked to take the opportunity to consider the appointment of all three co-opted Members and one observer Member (all without voting rights) for the period 2014/2015.
- 7.2 The Committee **RESOLVED** to;
- Appoint Mr M Begley, Prof C Rawcliffe and Prof R Wilson as co-opted Members, and Dr V Morgan as an observer.

## **8. Performance and Risk Report**

- 8.1 The report received covered the final financial position and risk management assessment for the Norfolk Records Committee in 2014/15 as at 31<sup>st</sup> March 2015.
- 8.2 The implementation of digital preservation was assessed as green in the risk register. Although it hadn't been implemented, it was being actively worked on and was on target to meet the proposed deadlines for the early stages of implementation.
- 8.3 The Committee **RESOLVED** to;
- Note the performance with the revenue budget and reserves and provisions for 2014/15.
  - Note the management of risk for 2014/15.

## **9. Norfolk Records Committee Annual Accounting Statements 2014-15**

- 9.1 The report was received by the Committee which introduced the Annual return required by the Accounts and Audit Regulations 2011.
- 9.2 The Committee **RESOLVED** to;
- Approve the accounting statements as set out in Appendix A, Section 1 of the report and approve its signing by the Chairman.
  - Approve the Annual Governance Statement as set out in Appendix A, section 2 of the report and approve its signing by the Chairman and County Archivist.
  - Note the Annual Internal Audit Report as set out in Appendix A, section 4 of the report together with the note set out in Appendix B of the report.

## **10. Norfolk Record Office Fees and Charges**

- 10.1 The report was received by the Committee which presented the annual review of charges made by the Norfolk Record Office.

- 10.2 For print runs of 2000 or less, it was confirmed that there would be no re-use charge although the Record Office could request a copy of the publication. Online publications would be considered on a case by case basis.
- 10.3 There was concern that the photocopying charge seemed on a high level compared to other services. It was explained that the photocopying charge was not a self-service charge and it included staff time.
- 10.4 The Committee **RESOLVED** to;
- Approve the charges outlined in the appendix to the report.

## **11. Medium and Long Term Planning for Norfolk Record Office**

- 11.1 The report was received by the Committee which provided Members with background information on the Re-Imagining Norfolk proposals which were presented to NCC Policy and Resources Committee on 1 June 2015 and to afford Members an opportunity of providing input into that process at an early stage.
- 11.2 The NRO were commended on their innovative thinking around the proposed changes of storage which in turn would increase the years use of the Record Office repository, and for taking such a pro-active approach to income generating.
- 11.3 It was clarified by the County Archivist that the arrival of the registrar's records would not contribute to the Re-Imagining Norfolk proposals of saving up to 25% but would help achieve the savings targets of the previous year.
- 11.4 Stakeholder consultation of Re-Imagining Norfolk could take place between October and November, and it was suggested that the Chairman could be added to the list of stakeholders on behalf of the Committee.
- 11.5 The service communities in September would outline the detailed proposals but this could potentially be before the next Records Committee and therefore it would be decided if there would be a need for an extra Records Committee meeting in conjunction with the Chairman and the vice-Chairman.
- 11.6 The Committee **RESOLVED**;
- Note the contents of the report.

## **12. Partnership Project Updates**

- 12.1 The report was received by the Committee which highlighted that the NRO was working with various partners to secure funding for archive projects.
- 12.2 The Change Minds project was funded by grants and therefore would not be affected by the proposed savings of Re-Imagining Norfolk.
- 12.3 Thanks were given to the staff of the Archive Centre for the publication of the 'What's On' leaflets.
- 12.4 The Committee **RESOLVED**;
- To note the contents of the report

### 13. Future Meetings

The dates of future meetings were noted.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday 30 October 2015	10:30	Green Room, Archive Centre, NRO
Friday 11 December 2015	10:30	Green Room, Archive Centre, NRO

The meeting concluded at 11.50am.

Dr C. J. Kemp, Chairman of the Committee



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# Norfolk Records Committee

Item No. 5.

<b>Report title:</b>	<b>Finance and Risk Report</b>
<b>Date of meeting:</b>	<b>30<sup>th</sup> October 2015</b>
<b>Responsible Chief Officer:</b>	<b>Tom McCabe</b>
<b>Strategic impact</b> This report covers the forecast position and risk management for the Norfolk Records Committee in 2015/16 as at 30 <sup>th</sup> September 2015	

## Executive summary

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

The main issues for consideration by this Committee are:

- Progress with NRO Revenue budgets and Reserves and Provisions indicates that the service should achieve a break-even position at the year-end
- Progress with risk management for NRO.

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

- **Performance with the revenue budget and reserves and provisions for 2015/16**
- **Management of risk for 2015/16**
- **Note the proposed budget savings for 2016/17 and beyond**

## 1. Revenue Budget

### 1.1 Financial Performance 2015/16

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

Service	Approved budget £m	Forecast 2015/16 Outturn £m	+Over/- Underspend £m	Variance to budget
Salary	0.675	0.675	0	0%
Employee Related	0.003	0.003	0	0%
Premises	0.004	0.004	0	0%
Travel	0.004	0.004	0	0%
Supplies & Services	0.071	0.071	0	0%
Support Services	0	0	0	0%
Capital	0.206	0.206	0	0%
Income	-0.159	-0.159	0	0%
<b>Total</b>	<b>0.804</b>	<b>0.804</b>	<b>0</b>	<b>0%</b>

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

## 1.2 Capital programme

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

## 1.3 Reserves and Provisions

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

- The Residual Insurance reserve is planned to be used in the year to support digitisation and other income raising activities in 2015/16. To secure the best income from providing digital access in this way will require the NRO to undertake significant work to prepare existing digital assets, assemble of metadata and undertake in-fill digitization.

<b>Reserves and Provisions 2015/16</b>	<b>Balances at 01Apr15</b>	<b>Outturn at 31Mar16</b>	<b>Change</b>
	£m	£m	£m
<b>Norfolk Record Office</b>			
Residual Insurance and Lottery Bids	0.423	0.278	-0.145
Unspent Grants & Contributions Reserve	0.012	0.012	0.000
Service Total	0.435	0.290	-0.145

## 1.4 2016/17 Budgets

- 1.4.1 While a number of budget savings were agreed for 2015/16 and beyond as part of the Putting People First consultation, changes to the financial environment mean further savings are required under Re-imagining Norfolk. Future savings are still under consultation but those already known can be summarised as below:

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

## 2. Risk Management

- 2.1 The service continues to manage the risks to its objectives both internal and external. The risk register is reviewed and updated on a quarterly basis and was last reported to this Committee in June 2015. A summary of the risk register based on the most recent review of September 2015 appears at Appendix A.
- 2.2 The register contains six key risks, two of which are currently assessed as a 'medium' level risk, while four are assessed as 'low'.
- 2.3 All risks are being well managed. Four of the risks are showing 'Green – on schedule' progress towards achieving their target risk scores, and the other two are showing 'Amber' and with further planning should be met.
- 2.4 The impact of the unmet risks on the budget has been assessed as follows:
- 2.4.1 For RM13959 'Loss of or reduction in funding', if this external funding was lost then the service would have to choose between ceasing activities or continuing and incurring an over spend. This risk is classed as 'Amber' however additional income streams have been identified in 2015/16. The risk is mitigated by continuing to apply for external funding and explore income generating opportunities.
- 2.4.2 For RM13960 'A lack of clarity in roles and responsibilities', could mean that the Record Office is unable to operate efficiently and absorb the additional work it is taking on to generate income and provide the statutory function of issuing copies of birth, death and marriage certificates. The risk was mitigated through the

restructuring process and monitored during the transfer of Registrars records. This risk is classed as 'green' with all records having now been transferred and arrangements put in place. This risk is due to be closed.

- 2.4.3 For RM13963 'Inability to continue collecting archives', an increased level of accessions would reduce the available space more quickly than planned. Records are kept of the amount of additions and available space and bespoke packaging is used to reduce the amount of space needed. This risk is classed as 'green' and is not expected to occur in 2015/16, and so will have no impact on the revenue position.
- 2.4.4 For RM14164 'Failure to meet growing public expectations on access', is the risk that the public can't access collections as easily as they expect to. This could mean demand for our services would reduce. This is mitigated through entering into commercial partnerships to improve access and planning for access to digital images in search room. Contracts have been signed and school records are now accessible online. This risk is classed as 'green' and is not expected to occur in 2015/16, and so will have no impact on the revenue position.
- 2.4.5 For RM14165 'Failure to collect, preserve and make accessible new formats of archive', NRO is not in a position to fully manage the preservation and continued accessibility of born digital records. This is mitigated through developing procedures, staff skills and exploring collaborative approaches. This risk is classed as 'Amber' however an agreement has been reached with East of England Archive Council and the National Archives to work collaboratively on a regional solution.
- 2.4.6 For RM14167 'Collection at risk through unexpected events', due to the special nature of the NRO collection the usual NCC continuity planning has to be reviewed and adapted. This is mitigated through the roll out of specific Emergency Plan, in which the management team have now completed their training. This risk is classed as 'green' and is not expected to occur in 2015/16, and so will have no impact on the revenue position.

### **3. Financial Implications**

The implications for resources including, financial, staff, property and IT, where relevant, are set out in Section 1 of this report.

### **4. Issues, risks and innovation**

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

### **5. Background**

There are no other documents to refer to.

#### **Officer Contact**

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

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

<b>Officer Name:</b>	<b>Tel No:</b>	<b>Email address:</b>
Frances Rose Accountant	01603 222116	frances.rose@norfolk.gov.uk

Gary Tuson County Archivist	01603 222003	gary.tuson@norfolk.gov.uk
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Appendix A																					
Risk Register - Norfolk County Council																					
Risk Register Name		Norfolk Record Office																Red			
Prepared by		Gary Tuson																Amber			
Date updated		June 2015																Green			
Next update due		October 2015																Met			
CDGSTP	Area	Risk Number	Risk Name	Risk Description	Date entered on risk register	Inherent Likelihood	Inherent Impact	Inherent Risk Score	Current Likelihood	Current Impact	Current Risk Score	Tasks to mitigate the risk	Progress update	Target Likelihood	Target Impact	Target Risk Score	Target Date	Prospects of meeting Target Risk Score by Target Date	Risk Owner	Reviewed and/or updated by	Date of Review and/or update
S	Norfolk Record Office	RM13959	Loss of or reduction in funding	Loss of or reduction in levels of external funding, including NCC, could lead to a reduced capacity to deliver the service, threaten business viability and infringe Heritage Lottery Fund conditions of grant.	31/03/2009	4	4	16	3	4	12	Continued development of efficient and prioritised working practices Applications for external funding where feasible Continue to explore opportunities for income generation Consultation with HLF to take place	Additional income streams identified in 2015/16 Service Plan Reductions planned as part of Re-imagining Norfolk	2	3	6	31/03/2017	Amber	Gary Tuson	Gary Tuson	27/02/2016
S	Norfolk Record Office	RM13960	A lack of clarity in roles and responsibilities	A lack of clarity in roles and responsibilities in our working relationships with other organisations could lead to capacity issues and potential drains on business as usual. This results in negative reputation and knock-on effects in relation to funding.	31/03/2009	3	3	9	2	3	6	• Impact of transfer of Registrars records to be closely monitored	All records now transferred and arrangements in place. Risk to be closed.				31/03/2016	Green	Gary Tuson	Gary Tuson	27/02/2016
S	Norfolk Record Office	RM13963	Inability to continue collecting archives	Increased level of accessions reduces available space in strongrooms more quickly than planned	27/02/2014	2	3	6	2	3	6	Returns of current strongroom project to be monitored Early consideration of options for future storage as per members comments at Jan meeting of Norfolk Records Committee Increase proportion of storage by size	Registrars records taking up more space than originally anticipated. Targets for creating new space are being met	2	2	4	31/03/2016	Green	Gary Tuson	Gary Tuson	27/02/2016
S	Norfolk Record Office	RM14164	Failure to meet growing public expectations on access	Public are not able to access collections as easily as they expect through modern technologies	27/02/2014	3	3	9	3	3	9	• Use of commercial partnerships to improve access • Planning for access to digital images in searchroom under way	Contracts signed and school records now accessible online.	2	3	6	31/09/2014	Green	Gary Tuson	Gary Tuson	27/02/2016
S	Norfolk Record Office	RM14165	Failure to collect, preserve and make accessible new formats of archive	Increasingly records are born digital and must be preserved in a digital format. The NRO is not in a position to fully managed digital records in line with the OAS model.	27/02/2014	3	5	15	3	5	15	• Explore collaborative options for delivery of digital preservation • Develop staff skills • Continue to develop in-house procedure for handling digital objects	Agreement reached with East of England Archive Council and The National Archives to work collaboratively on regional solution.	3	3	9	31/03/2017	Amber	Gary Tuson	Gary Tuson	27/02/2016
S	Norfolk Record Office	RM14167	Collection at risk through unexpected events	Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection.	27/02/2014	1	5	5	1	5	5	• Disaster / emergency plan training to be rolled out	Plan completed and management team training completed	1	5	5	31/03/2016	Green	Gary Tuson	Gary Tuson	27/02/2016

# Norfolk Records Committee

Item No. 6.

<b>Report title:</b>	<b>Performance Report 1 April 2015 –30 September 2015</b>
<b>Date of meeting:</b>	<b>October 2015</b>
<b>Responsible Chief Officer:</b>	<b>Tom McCabe</b>

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## Executive Summary

This report provides information on the activities of the Norfolk Record Office (NRO) and its performance against its service plan during the period between 1 April and 30 September 2015.

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## Proposal

The Norfolk Records Committee is asked to:

Consider performance against the 2015/16 service plan and comment accordingly  
Agree to the scale of charges for the digital image service.

### Performance against Service Plan

#### 1 Developing skills and realising the educational benefits of using archives

- 1.1 The Norfolk Record Office aims to encourage the use of archives by groups of all ages and abilities.

#### Formal Education

- 1.2 Visits from groups engaged in education during this period have included:

- I. Postgraduate students of name-studies from Nottingham University.
- II. Participants on the History Bridge Course, which is aimed at people who have not been in education in recent years but are about to embark on a history course at UEA,
- III. Yr 5 and 6 pupils from Fairhaven Primary School who enjoyed a First

World War archive experience as their prize in our creative writing competition.

A total of 270 people took part in 11 workshops.

### Families Learning Activities

- 1.3 These activities are aimed at adults with younger children and include holiday activities which introduce them to the work and resources at the NRO. During this period there have been 11 activities attended by 198 people.

### Lifelong Learners

- 1.4 The NRO runs a series of events aimed at lifelong learners. These have varied from an adult craft session looking to the archives for inspiration for Christmas decorations to a session on the Norwich Bomb map at the Coach and Horses pub in Norwich where a copy is displayed. A total of 887 learners attended 52 such events.
- 1.5 There have also been research sessions introducing people to the Record Office for groups from Dunham, Hopton and Oxborough. In total there have been 11 group visits with 172 people attending.

### Skills for the Future Placements

- 1.6 The NRO is a partner in the Transforming Archives programme, supported by the HLF's Skills for the Future fund. Under this it has had two placements for the last 12 months, one working on engagement and the other on digitization and digital preservation. This first cohort is due to finish in October with the second taking up their posts in the same month. The NRO received 102 applications for the two placements.

## **2 Developing New Audiences and New Uses for the Collection**

### Volunteer Programme

- 2.1 Volunteers have contributed 1,008 hours to the NRO during the period 1 April to 30 September 2015.
- 2.2 One team continues to help with cleaning and repackaging documents, in particular, the Hornor estate map collection. Work on indexing the Norwich Archdeacons marriage licence bonds has reached the checking stage. We expect to start indexing licences from the Norfolk Archdeacons by the beginning of next year. Other volunteers are compiling a composite birth index for the five Norwich sub-registration districts, 1837-95, and assisting the Norwich City records project archivist with indexing tasks. We are also piloting a project in



which volunteers research material for the NRO's blogs.

- 2.3 This summer the NRO provided work experience placements to two sixth form students, whilst another carried out research for the Norfolk Women in History website.
- 2.4 Four volunteers have gained paid employment in the heritage/records sector over the past six months as NRO Strongroom Assistant, Records Assistant for Leicestershire County Council, Curatorial Trainee at the Coventry Transport Museum, and Archives and Local Studies Assistant at Devon Heritage Centre. Another volunteer has secured a place to study conservation at the Courtauld Institute of Art.

### Change Minds

- 2.5 As previously reported the NRO is working in partnership with two local mental health charities to deliver a Heritage Lottery Fund supported project aimed at improving the wellbeing of mental health service users. The project will run for two years with two cohorts. Each cohort will start the project with a term at the Norfolk Record Office where they will use the case books from St Andrew's Hospital, the former county asylum, in order to begin an exploration of the lives of 19th century patients.
- 2.6 The first two project sessions have now taken place with 14 participants. The first session was an introduction to the Record Office, with an initial look at the case books and a familiarisation of the project evaluation process, conducted by U.E.A.. During the second session, after some training on how to read the cases and interpret them, all participants chose one from a selection of cases on which they will work. After five sessions at the Record Office the project will spend a term at the Belfry Arts centre for creative writing and photography workshops before returning to the Record Office for the third term.
- 2.7 To help Record Office staff support the project there have been two staff training sessions. The first was provided by the NHS and related to Good Clinical Practice which will help with evaluation of the project, the second was a general mental health awareness training for front line staff.

### Volunteer Digitization Project

- 2.8 The NRO is working on a project with unemployed young people to digitize a series of World War II records. Currently four unemployed young people have visited the office to receive training in document handling, data protection and digitization so that they can then come in and use the NRO digitization suite. This project has been made possible through funding from the Mancroft Advice Project (which is used to provide expenses for volunteers and support for their

training and supervision) and assistance from South Norfolk District Council.

- 2.9 As a result of this project and the volunteering programme which the NRO operates, a partnership is being developed with Aspergers Anglia, with the Record office providing placements to improve the employability of people with Asperger's Syndrome. Further to this there have been two training sessions for staff where they have learnt about Asperger's Syndrome and the best ways to support people with the condition.

### Exhibitions

- 2.10 An exhibition forming part of the Edith Cavell commemorations has been mounted at the NRO. Entitled 'No Hatred or Bitterness: Norfolk Women in the First World War' the exhibition was prepared for launch on 2 October.

## **3 Providing Public Access Service**

### Searchroom Service

1 April – 30 September

3.1	<b>Norfolk Record Office:</b>	<b>Searchroom Visits</b>	<b>Written Enquiries</b>	<b>Telephone Enquiries</b>	<b>Documents Produced</b>
	The Archive Centre	2,679 (2,917)	3,280 (2,203)	3,839 (1,719)	15,011 (8,922)

(Same period in previous year in brackets)

### Remote Services

- 3.2 With the recent deposit of the remaining birth, death and marriage registers for Norfolk up to 2012 the NRO has seen a significant surge in demand for copy certificates. Originally calls for certificates were being taken by staff on the NRO reception, however, the volume of calls just for certificates, sometimes exceeding 30 a day, has meant that this proved impractical as it meant long waits for visitors to the building and often meant those with other enquiries were unable to get through.
- 3.3 The NRO has therefore had to introduce a new telephone system with a menu where callers can select either copy certificates, where they are transferred to a

separate member of staff.

- 3.4 To cope with the level of demand it has also been necessary to take on extra resources. These will be fully funded from the income received from certificates. Two temporary members of staff have been taken on until the end of the financial year.

3.5

	Visits	Pages Viewed
NRO Website	30,089	91,907
NROCAT	18,836	356,797
	Followers	
Twitter	2,278	

#### Digitization Services

- 3.6 The NRO is currently working on a system which will enable people to order digital copies of documents online. Once an order and payment made the NRO will digitize up to 6 images from a single document. If this does not cover the whole document an estimate of the cost of digitizing the rest of it will be supplied.
- 3.7 The cost of this service will be £24 (inc VAT). Where documents have already been digitized there will be charge of £3.00 (inc VAT) per image with a minimum charge of £24 (inc. VAT)

#### Changes to NRO: The Archive Centre

- 3.6 A number of changes are proposed for the Archive Centre. These have the objectives of:
- Improving efficiency in the provision of the public service.
  - Providing rented accommodation for the Registration Service
  - Creating new educational and group spaces
  - Providing an informal and welcoming space to encourage new users
- 3.7 Members will be presented with details of the proposed layout changes at the meeting.

## **4 Managing and Develop the NRO Collection**

### Online Catalogue

- 4.1 A significant milestone has been reached with the completion of the retro-conversion of the NRO catalogue into an online database. This means that details of all catalogued items are available and searchable on NROCAT.

### Accessions

- 4.2 A total of 140 accessions have been received during this period. Highlights include:
- 4.3
- records of the Walpole Family of Wolterton (ACC 2015/18 and ACC 2015/42)
  - a map of the estate of a gentleman in Skepton by S. Bellard, 1762 (ACC 2015/103)
  - records of the East Anglian Real Property Co. Ltd and British Sugar Ltd together with Moughton Hall in Freethorpe manor court books, 1646-1992 (ACC 2015/104)
  - a map of the Manor of East Wretham, Eton College estate, nd [c 1740] (ACC 2015/140)

A full list of accessions is attached as appendix 1.

## **5 Ensuring the NRO Collection is Cared For**

- 5.1 The Conservation Plan for this year has prioritized records from King's Lynn which are being stored in Norwich whilst the new strongroom is being constructed at the Town Hall.
- 5.2 A total of 72 items have been selected for conservation work and/or special packaging. As well as the borough charters these include a register of admission of freemen (1440-1662), and an early Hall Book (1422-1451) Items are being cleaned, packaged, flattened and repaired ready for digitization. A total of 49 items have now been prepared in this way and digitized.
- 5.3 Work has also started on cleaning and packaging glass negatives held by the NRO. During this report period over 600 have been completed.

## **6 Stories of Lynn**

An archivist has now been appointed to the full time post in King's Lynn ready for the facility to open by Easter 2016. Stacey Kennedy started on 28 September and is now working on: the engagement activities which form part of the project activity plan; supporting the exhibition preparation; selection of items for digitization and crowd sourcing software for online transcription.

## **7 Financial Implications**

- 7.1 The implications for finance are set out in the section above and in the Finance Report presented to this committee as Agenda Item 5.

## **8 Issues, risks and innovation**

- 8.1 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.

## **9 Background**

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

### **Officer Contact**

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

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## Appendix 1

### Accessions 1 April-30 September 2015

140 in total, of which three were purchased (\* = purchased)

ACC 2015/1	Records of Herbert and Maud Frazer	1931-1960
ACC 2015/2	Photographs of the ruins of St Michael's, Bowthorpe	und [c 1984]
ACC 2015/3	Papers of Revd H.G.B. Folland and Mrs Folland	1930s-1970s
ACC 2015/4	Freemasons' records: St Nicholas' Lodge, Great Yarmouth no. 6623 (additional)	1947-2013
ACC 2015/5	Heckingham Workhouse: governor's reports	1775-1777
ACC 2015/6	Additional ecclesiastical records of St Barnabus Church, Heigham	1909-2012
ACC 2015/7	2nd Air Division Memorial Library archive (additional)	1943
ACC 2015/8	Old Buckenham Parish Council additional	2008-2012
ACC 2015/9	Ditchingham Tithe map (partial) and apportionment	1840
ACC 2015/10	Provincial Grand Lodge additional records	19th century-20th century
ACC 2015/11	Norfolk and Norwich Federation of Young Farmers' Clubs	1973-1975
ACC 2015/12	Fakenham Business and Professional Women's Club	1960s-2015
ACC 2015/13	Papers of Peter Gordon Fairfax Wright	20th century
ACC 2015/14	River Thurne Tenants Association records	c 1962-c 2005
ACC 2015/15	Norfolk and District Nursing Federation	1898-1919
ACC 2015/16	Brundall Local History Group additional	2015
ACC 2015/17	West Norfolk Methodist Circuit: Downham Market Methodist Church records (adl)	1969-2014
ACC 2015/18	Records of the Walpole Family of Wolterton	15th century-c 2010
ACC 2015/19	Campaign to Protect Rural England, Norfolk Branch (adl)	20th century
ACC 2015/20	Records of the Norfolk Dovecote Trust	1988-2002
ACC 2015/21	Deed of partnership	1913
ACC 2015/22	Loddon Local History Group (adl)	1941-1980s
ACC 2015/23	Norfolk and Norwich development plans and related reports	1940s-1980s
ACC 2015/24	Records of the Great Hall Players, Norwich	1964-2003
ACC 2015/25	453rd Bomb Group reunion photograph album (USAAF)	1983
ACC 2015/26	Mundesley Parish Magazine	1912-1918
ACC 2015/27	Additional records from Steeles Law Solicitors	17th century-20th century
ACC 2015/28	Advisory leaflets by the Department of	1932

	Horticultural Education, Norfolk County Council	
ACC 2015/29	Thursford Christmas Spectacular souvenir programmes	c 1992-2006
ACC 2015/30	Oral history recording of G. Crosskill and A.P. Anderson 'Wartime Memories'	2015
ACC 2015/31	Diaries of Edward Neville Hanslip, farmer, of Outwell Basin	1937-2003
ACC 2015/32	Tilney St Lawrence logbooks (photocopies 2015)	1874-1980
ACC 2015/33	Norfolk Family History Society (additional)	1739-1857
ACC 2015/34	Neatishead Parish Council records	1894-2003
ACC 2015/35	Holme Hale PCC addl	1837-1996
ACC 2015/36	Papers of Peter Gordon Fairfax Wright addl	20th century
ACC 2015/37	Festival of Britain, Norfolk and Norwich Triennial Musical Festival Music Programme	1951
ACC 2015/38	Records of Barnham Broom Parish Council, Barford and Wrampingham Parish Council (additional) and Little Ellingham Parish Council	1989-2015
ACC 2015/39	Log books and minute books, Caister-on-Sea school	1890-1990
ACC 2015/40	Title deeds, 27 and 28 Tombland, Norwich	1773-1848
ACC 2015/41	St Catherine's church, Norwich, signed PCC minutes	1997-2009
ACC 2015/42	Walpole of Wolterton additional	c 1960s-2010
ACC 2015/43	Itteringham Parish Records additional	1980-2006
ACC 2015/44	Commonplace book of David Reid, a soldier with Canadian forces in the First World War	1914-1918
ACC 2015/45	Genealogical papers and notes of Mr Philip Hamlin	1975-1995
ACC 2015/46	Conveyance of land in West Walton	1706
ACC 2015/47	Sale particulars and prints	1812-1879
ACC 2015/48	Photographs and other items of Mrs Violet Blakeston (née Howard)	c 1865-c 2000
ACC 2015/49	Additional record of 'Ferryside', Great Yarmouth preserved by Trevor Nicholls, the former registrar	nd [1970s]
ACC 2015/50	Norwich Southern Bypass reports	Aug 1976
ACC 2015/51	Record of Michael Stammers	c 1962-c 2012
ACC 2015/52	2nd Air Division (USAAF) additional	2015
ACC 2015/53	Records of Terrington St Clement Community School	1904-2012
ACC 2015/54	North Walsham Methodist Circuit (additional)	1930-2009
ACC 2015/55	Norfolk Registration Service: additional records of Great Yarmouth registration office	1969-2011
ACC 2015/56	Piper & Thoebald ironmonger's diary	1877
ACC 2015/57	Peter Codling Records addl	20th century
ACC 2015/58	Deeds and property papers: Salthouse,	1632-1910

	Fundenhall, Hindringham, Seething, Norwich and elsewhere	
ACC 2015/59	Norfolk County Council Resources department, additional records	1965-c 1985
ACC 2015/60	Records of Mick Hart, Turf Accountant	20th century
ACC 2015/61	Parish Records of Roydon near Diss additional	20th century
ACC 2015/62	King's Lynn and West Norfolk Borough Council: Building Control Plans	1950s-1990s
ACC 2015/63	Taylor of King's Lynn, seed merchants, additional records	20th century
ACC 2015/64	Conveyance between Erpingham Poor Law Union and John Webster	1855
ACC 2015/65	Eaton Collection additional	c 1840-c 1958
ACC 2015/66	Norfolk Registration Service: additional records of registration offices at King' s Lynn, Fakenham, North Walsham, Thetford, East Dereham and Downham Market	Apr 1969-Mar 2011
ACC 2015/67	Plantation Garden Preservation Trust	1980-2015
ACC 2015/68	Scrapbooks of Violet Blakeston of Snettisham (additional)	1989-1994
ACC 2015/69	Documents compiled by Henry Howard Humphreys, consultant engineer, in connexion with the inspection of roads around Barton Turf and Neatishead	1903
ACC 2015/70	Documents collected by Miss Janice Nicholls (late of Acle) regarding Lessingham and Ingham	19th century-2005
ACC 2015/71	Records of Derek Mellor	1865-1977
ACC 2015/72	Mundford Parish Council records additional	1894-1985
ACC 2015/73	Postcard of a large house at Letheringsett	nd [? 20th century]
ACC 2015/74	Letters relating to a donation to 2nd Air Division Memorial Trust Appeal (USAAF) from Bernard Matthews	Mar 2004
ACC 2015/75*	Extract of minutes for the Manor of Wayborne [Weybourne Priory]	Jun 1754
ACC 2015/76	Foulden War Memorial, Norfolk. The men who died in the First World War and the village they left.	2015
ACC 2015/77	Norwich and Diss registrars: additional records of registration offices at Diss and Norwich	1969-2011
ACC 2015/78	Frog Places and Places of Associated Interest	1998
ACC 2015/79	Martham Parish Council additional records	1918-2003
ACC 2015/80	Norwich Historic Churches Trust additional records	20th century
ACC 2015/81	Drayton PCC additional	21st century
ACC 2015/82	Sketchbooks of Edith Mieres Percival relating to Norfolk	1921-1932
ACC 2015/83	Spixworth Parish Council additional	1894-2013



ACC 2015/84	Records of Mileham Primary School	c 1900-2015
ACC 2015/85	Documents relating to Little Walsingham	1858-2015
ACC 2015/86	Records of Cubitt and Walker regarding Ebridge Mills, North Walsham, and Briggate Mill, Worstead	1774-20th century
ACC 2015/87	Church Patronage Trust deeds regarding Norfolk churches	1839-1925
ACC 2015/88	Kelling Hospital records	1903-2000
ACC 2015/89	Air raid warden's notes, Burgh St Peter and Wheatacre	1939-1945
ACC 2015/90	Newton Flotman parish council, additional	1977-2000
ACC 2015/91	Slides of views, West Norfolk area, some marked as taken by Neil Holmes. Probably for publicity material.	1990s
ACC 2015/92	Records of Dereham Conservative Club	1930-2010
ACC 2015/93	Beetley Village Hall Committee and Social Club Committee records	1954-1981
ACC 2015/94	Records of Lt Col Jocelyn Gurney	c 1950-c 1974
ACC 2015/95	Deed of Enfranchisement of land in Dereham	1865
ACC 2015/96	Depwade Rural Council, additional	1930-1974
ACC 2015/97	Loddon Rural District Council, additional	1960-1974
ACC 2015/98	Blofield SS Peter and Andrew PCC, additional	1975-2014
ACC 2015/99	Brass rubbings created by Kenneth Cracknell	1970s
ACC 2015/100	Peter Codling Architects additional records relating to Greenland Fisheries, King's Lynn	1964-1989
ACC 2015/101	Norfolk County Council Chief Executive's Department additional records	1955-1982
ACC 2015/102	Norfolk and Norwich Society for the Education of the Poor in the Principles of the Established Church Appeal Leaflet	Oct 1812
ACC 2015/103*	Map of estate of gentleman in Skeyton by S. Bellard, 1762, and notice from Skeyton, Burgh next Aylsham and Tuttington Inclosure Commissioners to John Moore, 1821	1762-1821
ACC 2015/104	East Anglian Real Property Co. Ltd and British Sugar Ltd and Moughton Hall manor court books	1646-1992
ACC 2015/105	Past Rotarians Club, Norwich	c 1972-c 1999
ACC 2015/106	Deeds to Loddon Post Office	1808-1965
ACC 2015/107	Partners Against Crime Taskforce (PACT), Norfolk	1997-2015
ACC 2015/108	Norfolk Registration Service: Norwich Registry Office (additional)	1959-2014
ACC 2015/109	The Norfolk Wherry Appendix, Some Additional Drawings explaining the M.S.S. by G. Colman Green, M.R.S.T, R.N.	Jun 1944
ACC 2015/110	Additional personal papers of Stephen Brewster Daniels	1986-1994

ACC 2015/111	Records of Beetley Parish Council additional	1957-2008
ACC 2015/112	Records of Litcham Parish Council additional	1999-2008
ACC 2015/113	Records of Beeston with Bittering Parish Council additional	1999-2007
ACC 2015/114	Records of Brisley Parish Council additional	1899-2007
ACC 2015/115	Records of Horningtoft Parish Council additional	1985-2009
ACC 2015/116	Records of Tittleshall Parish Council	2002-2008
ACC 2015/117	J & J Colman Ltd. Carrow Works plan, section 2	1952, 1963
ACC 2015/118	Records of North Walsham Poor's Allotment Trust	1881-2009
ACC 2015/119	Records relating to H.J. Green of Norwich, timber merchant and haulier	1691-20th century
ACC 2015/120	Spixworth Parish Records additional	1987-1994
ACC 2015/121	Documents relating to Castle Acre and Swaffham	18th century-19th century
ACC 2015/122	Pomeroy and Son additional	1889-1925
ACC 2015/123	Methodist church, additional deposit	1864-2014
ACC 2015/124	Papers of Miss Doris E. Wade relating to Ambulance Service in Norfolk	1937-2015
ACC 2015/125	Parliamentary Acts relating to Norfolk	1811-1815
ACC 2015/126	Report on glass at 4 South Quay Great Yarmouth	mid 20th century
ACC 2015/127	Great Ellingham Parish Council records, additional deposit	1941-2010
ACC 2015/128	Faculty, Norwich St John Sepulchre	1965
ACC 2015/129	Parish of St George Tombland, Norwich, additional deposit	1973-1999
ACC 2015/130	Report and photographs for Cremorne Lane gas holder, Norwich	2015
ACC 2015/131	Photocopies of extracts from offences record of a Great Yarmouth brewery	1893-1916
ACC 2015/132	Family and local history papers, Blagg and Hammond families, Gorleston and Great Yarmouth	c 1850-c 1950
ACC 2015/133	Inner Wheel Club of Great Yarmouth	1934-1996
ACC 2015/134	Papers of Peter Fairfax Gordon Wright (additional)	c 1900-c 1974
ACC 2015/135	Parish of Roydon All Saints additional	1839-2013
ACC 2015/136	Title deeds to 47/48 Clarence Road, Gorleston	1920s-c 2004
ACC 2015/137	Records of Bett's Farm, Thornham	1899-1938
ACC 2015/138	Gressenhall school records	1891-1983
ACC 2015/139	Image of the Steadman family, Norwich, c 1870	2015
ACC 2015/140*	Map of the Manor of East Wretham, Eton College estate.	nd [c 1740]

# Norfolk Records Committee

Item No. 7.

<b>Report title:</b>	<b>Re-imagining Norfolk at the Norfolk Record Office</b>
<b>Date of meeting:</b>	<b>October 2015</b>
<b>Responsible Chief Officer:</b>	<b>Tom McCabe</b>
<b>Strategic impact</b>  This report is to provide members with information on the Re-Imagining Norfolk proposals and its implications for the Norfolk Record Office.	

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## Proposal

The Norfolk Records Committee is asked to note the contents of this report and the changes in the service the Norfolk Record Office will provide. Members are asked to comment on the areas in which savings are proposed.

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### 1 **Background: Norfolk Record Office Service Development**

- 1.1 At the June meeting of the Norfolk Records Committee members were presented with an information report on Medium and Long Term Planning for the Norfolk Record Office. This contained information on Re-imagining Norfolk, a programme agreed by the NCC Policy and Resources Committee in June 2015.
- 1.2 At its meeting on 28 September 2015, the Policy and Resources Committee considered details of the proposals which had been developed. It recommended that Service Committees bring forward further proposals to deliver budgets based on 75% of their addressable spend over the next three years, to allow for choices and options to be considered initially at October Policy and Resources Committee.
- 1.3 This information was presented to the NCC Communities Committee at a meeting on 21 October with information scheduled for presentation to the Policy and Resources Committee on 26 October.
- 1.4 The two levels of saving identified were:
  - 1. With headroom for member choice (i.e. at 75% of addressable spend): £22,440K
  - 2. Without headroom for member choice (i.e. 84% of addressable spend): £14,720K

- 1.5 The Norfolk Record Office is continuing to work to deliver its service in new and innovative ways. Other reports presented to committee detail how the NRO is developing its educational work and, in particular its work with vulnerable people; its fund raising activities, its work with the Registration Services and its plans to increase efficiency. However, despite all of this there will be a reduction in quality of service and this report aims to make this impact clear for members.

## 2 Norfolk Record Office Proposals

- 2.1 Plans have been developed in the Norfolk Record Office for how it can deliver both of these levels of saving.

- At 84% the NRO would need to make savings of around £106,000
- At 75% the NRO would need to make savings of £148,000

- 2.2 Whilst some of the savings could be offset by income generation the room for expansion in this area is limited. There is significant income being derived from the issue of birth, death and marriage certificates; potentially in excess of £60k per annum, however, to generate this revenue requires additional staff with costs of around £50k per year.

- 2.3 To deliver either of the level of savings there would have to be significant reductions in the level of service provided by the Record Office.

## 3 **Impact of 16% Reduction in Addressable Spend**

At 84% of current budget this is likely to require:

### 3.1 Public Access

A reduction in searchroom opening hours at NRO: The Archive Centre. Currently the service is open 41.5 hours per week. This would be reduced to around 32 hours per week. There would also be a reduction in the level of service provided to researchers and potential users. Staff support to users in the searchroom and those making written enquiries would be significantly reduced. Some of the reduction in open hours would be offset by the continuation of the partnership with the Norfolk Heritage Centre.

In order to achieve these savings it will also be necessary to undertake a reorganization of space in the searchroom and other public areas. These changes

are dealt with in a separate report.

### 3.2 Collections

The Record Office would only accept accessions by prior appointment and these appointments might only be available on two days per week. Priority for accessions would be given to official and public records.

Document purchases would cease except where they could be funded externally.

### 3.3 Engagement and Education

The NRO programme of exhibitions would be halted. Only externally funded exhibitions would be held. The volunteer programme would be restricted with a reduction in volunteer hours of up to 50%.

### 3.4 Conservation and Preservation

There would be increased emphasis on passive preservation work with a reduction of about 35% in conservation work.

## 4 **Impact of 25% Reduction in Addressable Spend**

- 4.1 To deliver the savings required to operate at 75% of current budget levels would require all of the savings outlined above but with a further reduction in searchroom opening hours. This would reduce opening hours to around 24 per week. It would also mean an end to the partnership with the Norfolk Heritage Centre.

## 5 **Timetable**

- 5.1 The NCC timetable for decision making and consultation is given below.

Activity/Milestone	Time frame
Service Committees consider initial savings proposals and undertake service planning in the context of 75% of addressable budgets	September 2015 [completed]
Policy and Resources Committee receive feedback on initial service and financial planning and review the latest forecast financial position for 2016-17 to 2018-19	28 September 2015 [completed]
Member review of any further financial updates or information from expected Government consultations affecting funding settlement Service Committees consider further proposals for	October 2015

savings to close budget gap, and agree proposals requiring public consultation	
Policy and Resources Committee considers budget proposals in the round	26 October 2015
Consultation on new planning proposals and council tax 2016-17 to 2018-19	November 2015 to early January 2016
Spending Review 2015	25 November 2015
Assess implications of Spending Review 2015	Late Nov / Dec 2015
Service reporting to Members of service and budget planning – review of progress against three year plan and planning options and early feedback from statutory consultation and engagement activity	November 2015
Chancellor's Autumn Statement and Provisional Finance Settlement	Late December 2015
Consultation closes	14 January 2016
Service reporting to Members of service and financial planning and consultation feedback	January 2016
Committees consider outcomes of public consultation and local government settlement, and agree revenue budget and capital programme recommendations to County Council	Late January 2016
Policy and Resources consider consolidated budget position to recommend budget proposals to County Council	8 February 2016

## 6 Consultation

- 6.1 The Archive Centre, which opened in 2003, was constructed with a grant from the Heritage Lottery Fund. This grant was made on the basis that the service described in the application would continue for 20 years. The Record Office is also a Place of Deposit for public records and an Accredited Archive; this means that the National Archives is also a key stakeholder in the service. Further to this, both the Heritage Lottery Fund and the National Archives are being consulted about the proposed changes.
- 6.2 Further consultation with users and stakeholders will take place in November / December. At the June meeting of the Norfolk Records Committee members resolved that the chairman and vice-chairman of the Committee should be involved in any public consultation meetings held.

## 5 **Financial Implications**

- 5.1 The levels of savings required have not been finalised. They are likely to fall between £106,000 and £148,000.

## 6 **Issues, risks and innovation**

- 6.1 A key risk is that the changes will break Heritage Lottery Fund conditions of grant. They are in the process of being consulted on the changes.
- 6.2 Another risk is that key archival assets will be lost. One way of addressing this is by helping community groups: this will be the subject of a future report to the Records Committee.

### **Officer Contact**

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

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# Norfolk Records Committee

Item No. 8.

<b>Report title:</b>	<b>Establishment of a fundraising body to support the Norfolk Record Office</b>
<b>Date of meeting:</b>	<b>October 2015</b>
<b>Responsible Chief Officer:</b>	<b>Tom McCabe</b>

## Proposal

The Norfolk Records Committee is asked approve the establishment of a Foundation Charitable Incorporated Organization along the lines described in this report.

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## Introduction

- 1.1 There are many aspects of archive and local history work which are not, and cannot be, fully funded by the County Council. These include:
  1. certain conservation and cataloguing projects,
  2. purchases of important documents
  3. community development work
- 1.2 The Norfolk Record Office is looking into ways in which it can support this type of work. However, to have any significant benefits such work will require funding and, to provide this, a fundraising body is required.

## Requirements

- 1.3 The requirements for such a fundraising body would be: the ability to
- 1.4 The ability to raise funds through a variety of activities, including applications to trusts and foundations, individual giving and legacies, corporate sponsorship and donations.
- 1.5 The ability to provide restricted and unrestricted funds for the collection, preservation and making available of records and other local history material which relate to Norfolk and are worthy of permanent preservation.
- 1.6 The body would be independent of the Record Office with its own corporate identity and would have no impact on the governance arrangements of the NRO.



- 1.7 The NRO would provide the body with administration and secretariat and propose a fundraising strategy which would set out a programme of fundraising aspirations. This programme would be presented to the Norfolk Records Committee for discussion and comment on an annual basis.
- 1.8 The fundraising body would be governed by a small body of trustees. The chair of the Norfolk Records Committee would act as one of the trustees in an *ex officio* capacity.

## **2 Options for a Fundraising Body**

- 2.1 The above requirements have been used as the basis for an options appraisal against a long list of structures which could be used for a fundraising body. Two types of organization have been shortlisted as being capable of meeting all of these requirements:
- a Charitable Company limited by guarantee or,
  - a Foundation Charitable Incorporated Organisation.
- 2.2 A Charitable Company limited by guarantee requires registration with both Companies House and with the Charity Commission. Charitable companies are well established vehicles for fundraising and Norfolk County Council and its legal advisors, nplaw, have extensive experience of establishing companies.
- 2.3 Foundation Charitable Incorporated Organisations (CIO) have been in use since January 2013. They need to be registered with the Charity Commission but not with Companies House; because of this there are fewer reporting requirements and as such, they are better suited for small to medium size charities.
- 2.4 One risk identified was that, as a newer form of body, certain trusts and foundations might not provide funds to CIOs. However, desktop research has produced no evidence that this would be the case.
- 2.5 On this basis the Foundation CIO seems to be the best option as it provides for all the requirements of the fundraising body but with a reduced administrative cost.

## **3 The Fundraising Body**

- 3.1 It is proposed that the NRO establishes a Foundation Charitable Incorporated Organisation as this would minimise the required administrative and secretarial support, whilst fulfilling the aims of the organisation.

- 3.2 The provisional name of the charity is Norfolk Archives and Heritage Development Fund, with a parallel name of NORAH: Norfolk Archives and Heritage Development Fund. This name may change once discussions with the Charity Commission start.
- 3.3 The proposed objectives of the fundraising body, to be included in the application to the Charity Commission, are given below. These objectives may change once discussions with the Charity Commission start.

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

- i. The acquisition, preservation and processing of records and printed materials worthy of permanent retention so they can be made accessible to the public by the Norfolk Record Office and its partner organisations,
  - ii. Projects and activities which engage different audiences with records and printed materials worthy of permanent retention.
- 3.4 Registration with the Charity Commission will be undertaken with professional legal support from nplaw.

#### **4. Background**

- 4.1 Further information on Charitable Incorporated Organisations is available on the Charity Commission website. A guide to Foundation CIOs and a model constitution can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/390171/FoundationModelConstitution.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/390171/FoundationModelConstitution.pdf)

#### **5 Financial Implications**

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

#### **6 Issues, risks and innovation**

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.

## Officer Contact

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

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