

# Norfolk Records Committee

Date: **Friday, 29 June 2018**

Time: **10:30**

Venue: **Green Room, Archive Centre, County Hall,**

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

## Membership

Cllr D Bradford		Norwich City Council
Cllr J Brociek-Coulton		Norwich City Council
Cllr D Buck	<i>Substitute: Cllr S Dunn</i>	Broadland District Council
Cllr S Button		Norwich City Council
Cllr A Claussen-Reynolds		North Norfolk District Council
Cllr M Coleman		Great Yarmouth Borough Council
Cllr P Duigan	<i>Substitute: Cllr B Iles</i>	Norfolk County Council
Cllr R Hanton		Norfolk County Council
Cllr C J Kemp	<i>Substitute: Cllr M Gray</i>	South Norfolk District Council
Cllr R Kybird		Breckland District Council
Cllr E A Nockolds		King's Lynn and West Norfolk Borough Council
Cllr D Rowntree	<i>Substitute: Cllr M Sands</i>	Norfolk County Council

## Non-Voting Members

Mr M R Begley	Co-opted Member
Mr R Jewson	<i>Custos Rotulorum</i>
Dr G A Metters	Representative of the Norfolk Record Society
Dr V Morgan	Observer
Prof. C Rawcliffe	Co-Opted Member
Revd. C Read	Representative of the Bishop of Norwich
Mr A Steynor	Co-opted Member

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

Hollie Adams on 01603 223029  
or email [committees@norfolk.gov.uk](mailto:committees@norfolk.gov.uk)

**Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.**

## **A g e n d a**

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

**2. Election of Chairman**

To elect a Chairman for the ensuing Council year.

**3. Election of Vice Chairman**

To elect a Vice-Chairman for the ensuing Council year.

**4. Minutes**

**Page 5**

To confirm the minutes of the 6 April 2018

**5. Declarations of Interest**

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.**

**6. Any items of business the Chairman decides should be considered as a matter of urgency**

## 7. Finance and Risk

Page 13

A report by the Assistant Director of Culture and Heritage

## 8. Norfolk Archives and Heritage Development Foundation - Progress and Impact

Page 23

A report by the Assistant Director of Culture and Heritage

### Date of Future Meetings

Date	Time	Venue
02 November 2018	10:30	Green Room, Archive Centre, County Hall
11 January 2019	10:30	Green Room, Archive Centre, County Hall

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

Date Agenda Published: 21 June 2018



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## **Norfolk Records Committee**

**Minutes of the Meeting held at the Norfolk Record Office  
at 10:30am on 06 April 2018 at the Archive Centre, County Hall**

### **Present:**

#### **Norfolk County Council**

Cllr P Duigan (Vice-Chairman)  
Cllr R Hanton

#### **Norwich City Council**

Cllr J Brociek-Coulton  
Cllr C Herries  
Cllr D Raby

#### **Broadland District Council**

Cllr D Buck

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

Dr C J Kemp (Chairman)

#### **Breckland Council**

Cllr R Kybird

#### **Borough Council of King's Lynn & West Norfolk**

Cllr E A Nockolds

#### **Great Yarmouth Borough Council**

Cllr M Coleman

#### **North Norfolk District Council**

Cllr A Claussen-Reynolds

### **Non-Voting Members**

#### **Co-Opted Members**

Mr M R Begley

#### **Representative of the Norwich Record Society**

Dr G A Metters

#### **Observer**

Dr V Morgan

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

Revd C Read

### **Others Present**

Mr G Tuson, the County Archivist

## **1. Introduction**

- 1.1 The County Archivist circulated a letter from the National Archives confirming that Norfolk Record Office would continue as an Accredited Archive Service; see appendix A.
- 1.2 The Chairman pointed out that members of the public were entitled to attend meetings and record proceedings; he reminded non-councillors that they could refuse to be recorded if they wished.

## **2. Apologies**

- 2.1 Apologies were received from Mr R Jewson, Professor C Rawcliffe and Mr A Steynor. Also absent was Cllr D Rowntree.

## **3. Minutes of the meeting held on 12 January 2018**

- 3.1 The minutes of the meeting held on the 12 January 2018 were agreed as an accurate record subject to the following amendments:
  - 7.2.3; to be amended to read "...grateful to Norfolk Record Office" not Norwich
  - 7.2.5; the first bullet point was queried, and felt that the sentence was not clear.

The Archivist confirmed it should read “subject indexing” and explained the sentence: Work was being done to develop frameworks around subject indexing, which was limited at the time of reporting. It was known that using subject indexing was a popular way for people to search for records in other collections/archives

- Cllr Herries queried the inconsistency in the way names were recorded, whereby Cllrs were shown as Mr, Ms or Mrs, rather than Cllr, in the minutes. The Clerk clarified that it was Council procedure to minute Councillors as Mr, Mrs or Ms in Council Committees. Dr Morgan felt that, as the Records Committee had some elected and some non-elected Members, the term Cllr should be used in future where appropriate. The clerk **agreed** to make this change
- Cllr Coleman noted that her title was Mrs, and not Ms; the clerk **agreed** to amend the minutes to reflect this

#### **4. Items of Urgent Business**

- 4.1 The Chairman raised the circulated communication from National Archives and congratulated the Archivist on this achievement.

#### **5. Declarations of Interest**

- 5.1 There were no declarations of interest.

#### **6. Finance and Risk**

- 6.1.1 The Committee considered the report detailing the forecast financial out-turn for the Norfolk Record Office (NRO) for 2017/18, including the NRO revenue budget for 2017/18, reserves and provisions, and an update on the service risk register.

- 6.1.2 There had been an overestimate of income generation and staff costs each year which would not be shown moving forward.

##### **6.2.1 Risk management**

- Additional licensing work would be carried out to generate more income
- The upcoming census would be an opportunity to generate more income
- Providing digitised images to family websites constituted 3% of the online collection
- Volunteers had uploaded approximately 20,000 marriage licence bonds to the online collection to date
- A digital preservation workflow would be in place to meet the requirements of risk RM14165
- Based on the emergency plan, staff scenario exercises were carried out regularly
- Some metadata could not be recreated if lost and had an estimated value greater than the Norfolk Record Office building
- A meeting due to be held at Cambridge University Library would look at creating a solid methodology for metadata valuation

- 6.2.2 Adding aspects of the data protection regulations to the risk register was queried and discussed. The County Archivist confirmed that GDPR (General Data Protection regulation) was an issue when dealing with contacts databases and contact registrations and staff were looking at this.

- 6.2.3 The Vice-Chairman queried, as a member of Dereham Antiquarians, whether there was guidance for historical associations on GDPR or whether receiving general advice was

acceptable. The Chairman confirmed that all Members needed to consent to being contacted by email; he had a form which could be amended for use and **agreed** to speak to the Vice-Chairman after the meeting. The County Archivist was looking into Norfolk's archive ecology to see how the NRO could support these groups.

- 6.2.4 The County Archivist clarified that activities carried out by staff for income generation supported preservation of the Record Office collection and helped the wider heritage 'scene'; a careful balance was needed to ensure the right level of staff involvement.
- 6.2.5 It was noted that the NRO catalogue was run on Norfolk County Council servers and therefore backup of data also managed by Norfolk County Council. The County Archivist reported that Norfolk County Council's IMT (Information Management Team) had data protection standards in place which they followed when managing NRO data. There was concern that there may not be a backup of data. The County Archivist **agreed** to write to IMT and ask for information on the backup procedures in place. The Chairman queried whether there was a Service Level Agreement in place; the County Archivist clarified there was not, and the services came under generalised IMT use.
- 6.3 The Committee **APPROVED** and **ENDORSED**
- Forecast position of the revenue budget, reserves and provisions for 2017/18
  - Management of risk for 2017/18

## **7. Performance 1 October 2017 – 28 February 2018**

- 7.1 The Committee received the report giving information on the activities of the Norfolk Record Office (NRO) and performance against its service plan during the period 1 October 2017 to 28 February 2018.
- 7.2.1 Develop Skills and Realise Educational Benefits of Using Archives
- There was high demand for palaeography training
  - Activities had been carried out to meet the Council's wellbeing agenda such as working with the Royal Norwich Institute for the Blind.
- 7.2.2 Taking activities into schools was noted as a positive approach as not all schools found it easy to attend the Record Office. The County Archivist reported that Norfolk Archives and Heritage Development Foundation (NORAH) had also provided funding for buses to allow children to visit. It was queried what types of schools were involved in activities and the County Archivist confirmed most were from the early years of senior school or junior years of primary school and that they were usually County run.
- 7.2.3 Another interest group suggested for consideration was refugee groups, noting that Norwich was a city of refuge. The County Archivist had taken part in refugee week activities and attended a talk where the importance of archives in helping refugees with compiling their documentation was discussed.
- 7.2.4 Cllr Nockolds discussed the close working between the Stories of Lynn Engagement Officer and the King's Lynn Archive for the Stories of Lynn exhibition; the teacher influence could be seen in the exhibit as a result.
- 7.3.1 Public Access Service
- A decrease in telephone enquiries showed there had been success in driving customer traffic online
  - Use of the collection had increased over time
  - In August 2016, over 50% of users were using original documents

- The service landscape project had been using the class cube for teaching
- The “glass cube” had been used as break out space and/or for displaying documents in conjunction with Green Room. It has also been used as teaching space under searchroom rules
- Electronic shelving had been installed in the search room
- The NRO website was being developed by Norfolk County Council

7.3.2 The County Archivist confirmed it was possible that the Archaeological Society Library might be housed in the new storage for a fee. The Society was due to meet the following week when they would decide whether they wished to use the storage.

#### 7.4.1 Managing and developing the NRO collection

- It was important to increase digital skills within the archive sector
- A national project manager had been appointed for “Bridging the Digital Gap”
- Workplace-skill based activities would be included in the PhD CHASE project
- A project manager, sound engineers and a cataloguer would be recruited for the Unlocking Our Sound Heritage Project

#### 7.5.1 Norfolk Archives and Heritage Development Foundation (NORAH)

- A leaflet about NORAH was circulated; see appendix B
- The County Archivist followed up on previously discussed concerns about a potential public perception that a payment would need to be made to NORAH to make a deposit; the new NORAH supporters’ scheme was intended to mitigate this
- Evaluation of Change Minds had found that there was concerns from participants about what happens when the project ends, therefore, keeping in touch sessions, funded by NORAH, would be put in place

7.5.2 The County Archivist confirmed that the archive box cost around £7; Cllr Brociek-Coulton was wary of the impact of this cost which would reduce the value of the supporters’ fee received. The Chairman discussed that supporters would receive a voucher to exchange for a box, which would encourage people to come into the Record Office.

7.5.3 It was suggested, using the Morningthorpe sale and successful crowdfunding to save Samson as examples, that it might be useful to have a crowdfunding procedure in place. The County Archivist reported that at the last meeting, NORAH agreed they would be happy to be a professional body through which to source funds; having supporters would provide contacts to seek funding. The process for signing up to the supporters’ scheme had anticipated the GDPR requirements.

7.5.4 The County Archivist clarified that NORAH were working on actions in their strategy, at this time focussing on developing the supporter scheme; in future they would look at campaigns, possibly including adopt a document.

7.5.5 It was queried which women in the Salem witch trials were referred to in the report; the County Archivist clarified that this was detailed on the Norfolk Record Office blog.

7.6 The Committee considered performance against the 2017/18 service plan and **NOTED** the report.

## 8. **Service Plan 2018-19**

8.1 The Committee considered the report providing information on the Norfolk Record Office (NRO) Service Plan for April 2017 to March 2018.

### 8.2.1 Long term goals

- Supporting Norfolk's archive ecology:
  - Community groups were an important part of the County's archive activity
  - The NRO planned to support such groups to work effectively and consistently using archive standards where appropriate

### 8.2.2 Appendix B – long term objective and actions

- The action "complete follow on action from Change Minds conference" was now clearer following the conference and was looking at extending the project beyond Norfolk; best practice guidance had been created following a Change Minds conference held at the NRO
  - There was a lot of interest in the project and a call for expressions of interest was going to be put out for other Counties to collaborate in running a similar project
  - This project would also consider other ways of using the methodology such as reducing the stigma around mental health amongst young people
  - A further project would also be run in Norfolk in 2018

8.2.3 The County Archivist **agreed** to provide an organisational chart of staff at the NRO.

8.2.4 In reference to paragraph b4, as a Member of the Friends of Norfolk Dialect Committee, Cllr Raby felt that the Norfolk Dialect Committee could support by using the sound archive or contributing to the project.

### 8.3 The Committee


- **ADOPTED** the Service Plan (Appendix A of the report) and strategic objectives and actions (Appendix B of the report) for the coming year, 2018-19
- **COMMENDED** the County Archivist and his staff for producing a dynamic and forward looking plan

### **Future Meetings:**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
29 June 2018	10:30	Green Room, Archive Centre, County Hall
02 November 2018	10:30	Green Room, Archive Centre, County Hall
11 January 2019	10:30	Green Room, Archive Centre, County Hall

The meeting ended at: 12:04

**Christopher Kemp,  
Chairman of the Committee**

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Gary Tuson  
County Archivist  
Norfolk Record Office  
The Archive Centre  
Martineau Lane  
Norwich  
NR1 2DQ

20 March 2018

Dear Mr Tuson,

### **Archive Service Accreditation Review Stage Outcome**

We are pleased to confirm following the meeting on 15 March 2018 that the Accreditation Panel agreed that **Norfolk Record Office** continues to meet the requirements of Archive Service Accreditation and will **retain its status as an Accredited Archive Service**.

The Accreditation Panel “...congratulated the archive service on its extremely positive direction in recent years, including its innovation in a number of areas which had been well shared with the archive sector for significant public benefit. They noted that this ongoing change has meant that some elements remain at *Partially Met*, but that this should not obscure the scale of service improvement.”

Congratulations on retaining the award, and on your ongoing progress against actions set during the original assessment.

### **Understanding the Outcome**

To help you understand how the decision was made you will find attached the report, which breaks down the assessment against each requirement of the Archive Service Accreditation Standard and which notes how the archive service has made progress against required and improvement actions which were identified during the original assessment for Archive Service Accreditation.

### **Retaining Archive Service Accreditation**

Accredited Archive Service status is granted for a period of up to six years from the date of the initial award. This means that your archive service will need to make a full application for Archive Service Accreditation in three years in order to retain accredited status. You will also be asked at that point to report on the actions outstanding from the original assessment and any actions added during this review

# Norah

Norfolk Archives & Heritage  
Development Foundation

## Saving The Past Enriching Our Future

NORAH supports projects which allow everyone to learn from Norfolk's past through its archives as shown by the free exhibition at The Archive Centre in Norwich of documents purchased at the Morningthorpe Manor House Sale in 2016.



W [norah-df.org.uk](http://norah-df.org.uk)  
E [enquiries@norah-df.org.uk](mailto:enquiries@norah-df.org.uk)

NORAH  
The Archive Centre  
Martineau Lane  
Norwich  
Norfolk  
NR1 2DQ



Charity No. 1167279

If you would like to be kept informed of NORAH's activities and fundraising campaigns and/or make a donation, please complete this form. Please give it to a NORAH representative or send it to us by post. Cheques should be made payable to Norfolk Archives and Heritage Development Foundation. Please do not send cash in the post. Where possible, we prefer to send mailings electronically. Alternatively, you can join our mailing list or make a donation via our website at [www.norah-df.org.uk](http://www.norah-df.org.uk). Details of how we look after personal data are available at [www.norah-df.org.uk/security-statement/](http://www.norah-df.org.uk/security-statement/).

☐ Please add me to NORAH's mailing list

☐ I am making a donation of £

☐ Yes, I am a UK taxpayer and consent to the Norfolk Archives and Heritage Development Foundation claiming Gift Aid on my donation(s). I understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Title										
First name										
Last name										
Address										
Postcode										
Email										

Please notify NORAH if you want to cancel this declaration, change your name or home address, or no longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

## How can we learn from the past if no-one remembers?

Names, people, events and places live on in archives. By saving and exploring these stores of knowledge we can travel through time, connecting families and communities across the centuries.

Norfolk is blessed with a huge, ever expanding treasure trove of these unique echoes from the past. But ensuring their survival and opening them up for discovery is a massive task.

NORAH was established in 2016 to help. It aims to make archives across the county, and the information they contain, freely and widely accessible. It wants Norfolk's past to be unforgettable.



NORAH supports projects which secure archives for public benefit, supports the tasks required to make them discoverable and used.



## What is NORAH?

The Norfolk Archives and Heritage Development Foundation is an independent charity registered with the Charity Commission for England and Wales.

NORAH is governed by a board of trustees who share a belief in the transforming power of knowing the past.

## How to Support NORAH and Norfolk's Archives

If you would like to know more about NORAH and its fundraising please use the attached tear off slip on the back of this leaflet.

If you would like to help NORAH make the past unforgettable by making a donation, again please use the attached form.

Alternatively, you can join NORAH's mailing list or make a donation online at [www.norah-df.org.uk](http://www.norah-df.org.uk).



## Learning about Norfolk's past

NORAH maintains a register of talks and speakers which can be used by anyone wanting to book an interesting and engaging speaker for their organisation. The register can be searched online at [www.norah-df.org.uk/talks-and-speakers-register/](http://www.norah-df.org.uk/talks-and-speakers-register/)

# Norfolk Records Committee

Item No.

<b>Report title:</b>	<b>Finance and Risk</b>
<b>Date of meeting:</b>	<b>29 June 2018</b>
<b>Responsible Officer:</b>	<b>Steve Miller, Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> This report provides an update on the forecast financial year end position for the Norfolk Records Committee for 2018/19.	

## Executive summary

This report forecast financial out-turn for the Norfolk Record Office (NRO) for 2018/19. Section 1 covers the NRO revenue budget for 2018/19, 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.
- Progress with risk management for NRO.

### Recommendations:

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

- **Forecast position of the revenue budget, reserves and provisions for 2018/19**
- **Management of risk for 2018/19**

## 1. Revenue Budget

### 1.1. Financial Performance 2018/19

- 1.1.1 At the end of period 02, May, 2018/19 we are forecasting that the NRO will deliver a balance budget. This is summarised in the table below.

Service	Approved budget £	Forecast 2018/19 Outturn £	Forecast +Over/- Underspend £
Salary	887,460	889,510	2,050
Premises	3,810	6,242	2,432
Travel	2,740	2,773	33
Supplies & Services	63,400	67,375	3,975
Support Services	1,070	1,485	415

Capital*	271,960	271,960	0
Income	(373,880)	(382,858)	(8,978)
<b>Total</b>	<b>856,560</b>	<b>856,487</b>	<b>(72)</b>

\* Local authority capital accounting adjustments that relate to historic capital expenditure- this budget has changed from that previously reported to Committee, due to the allocation of depreciation charges, and re-valuation gains and losses. However, these are purely accounting adjustments and have had no impact on the underlying ability of services to apply and manage their budgets

- 1.1.2 Norfolk County Council continues to face significant financial pressures and funding reduction and the Norfolk Record office continues to look for ways to support the authority in meeting those financial challenges.

## 1.2 Capital programme

- 1.2.1 There is no capital programme for 2018/19.

## 1.3 Reserves and Provisions

- 1.3.1 The table summarising the 2018/19 position appears below.
- The Residual Insurance reserve is planned to be used in the year to support project development. This includes administrative support to the Norfolk Archives and Heritage Development Foundation and service development projects looking at archive discovery and local working.

<b>Reserves and Provisions 2018/19</b>	<b>Balances at 01Apr 18</b>	<b>Forecast Balance at 31Mar 19</b>	<b>Planned Change</b>
	£	£	£
<b>Norfolk Record Office</b>			
Residual Insurance and Lottery Bids	182,947	158,957	23,990
Unspent Grants & Contributions Reserve	7,327	7,327	0
Service Total	190,274	166,284	23,990

## 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 at the last meeting. A summary of the risk register based on the most recent reviews appears at Appendix A.
- 2.2. The register contains six key risks, three 'high' level, two of which are currently assessed as a 'medium' level risk, while one is assessed as 'low'.
- 2.3. All risks are being well managed. One of the risks is assessed as being met, Two of the risks are showing 'Green – on schedule' progress towards achieving their target risk scores, and the other three 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 need to reduce spending in line with the reduction of funding. This risk is classed as 'Amber' however additional income streams have been identified in 2018/19. The risk is mitigated by continuing to apply for external funding and explore income generating opportunities.
- 2.4.2 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. There is also work which can be carried out to further increase the capacity of the King's Lynn strong room. This risk is classed as 'green' and is not expected to occur in 2018/19, and so will have no impact on the revenue position.
- 2.4.3 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. Plans are in place to increase the amount of digital images available through commercial partnerships. This risk is classed as 'green' and is not expected to occur in 2018/19, and so will have no impact on the revenue position.
- 2.4.4 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 the NRO is now leading a collaborative regional project to address these issues.
- 2.4.5 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 all staff, including recent recruits, have been trained. This risk is classed as 'met' but will continue to be reviewed.
- 2.4.6 For RM14291. 'Long-term sustainability of metadata'. The NRO relies on a large set of metadata, which is used as a gateway to the Collection (the catalogue of over 700,000 records) and for managing the collection (accession records and location data). Some of this data is irreplaceable. Where it could be recreated, the cost would be millions of pounds. The NRO needs to ensure that this data is sustainable in the long-term and, when necessary, can be migrated to other systems.

### **3. Financial Implications**

- 3.1. 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**

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

### **5. Background**

5.1. 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 :** Andrew Skiggs, Finance Business Partner      **Tel No. :** 01603 223144

**Email address :** [andrew.skiggs@norfolk.gov.uk](mailto:andrew.skiggs@norfolk.gov.uk)

**Officer name :** Gary Tuson, County Archivist      **Tel No. :** 01603 222003

**Email address :** [gary.tuson@norfolk.gov.uk](mailto:gary.tuson@norfolk.gov.uk)



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

## APPENDIX A

<b>Risk Number</b>	RM13959		<b>Date of update</b>		01 June 2018					
<b>Risk Name</b>	Loss of or reduction in funding									
<b>Risk Owner</b>	Gary Tuson		<b>Date entered on risk register</b>		31 March 2009					
<b>Risk Description</b>										
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.										
<b>Original</b>			<b>Current</b>			<b>Target</b>				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
4	4	16	2	4	8	2	3	6	Mar-19	Amber
<b>Tasks to mitigate the risk</b>										
Continued development of efficient and prioritised working practices										
Ensure staff are in place to maintain income generating activities										
Continue to explore opportunities for income generation										
<b>Progress update</b>										
Income generation targets on course										
Additional material for licencing being issued.										
Additional digitization work being undertaken for future releases										

## Appendix APPENDIX A

<b>Risk Number</b>	RM13963		<b>Date of update</b>		01 June 2018					
<b>Risk Name</b>	Inability to continue collecting archives									
<b>Risk Owner</b>	Gary Tuson		<b>Date entered on risk register</b>		27 February 2014					
<b>Risk Description</b>										
An increased level of accessions has reduced available space in strongrooms more quickly than planned and there may be further, unexpected increased levels.										
<b>Original</b>			<b>Current</b>			<b>Target</b>				
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	2	3	6	2	2	4	Mar-19	Green
<b>Tasks to mitigate the risk</b>										
Actions to mitigate risk to be included in forthcoming service plans										
<b>Progress update</b>										
Target reached in 2015/16, 2016/17, 2017/18. Included in service plan for current year but likely to be reduced target in subsequent years. Additional space identified in King's Lynn Long term Service Strategy (approved by Records Committee in December 2017) includes provision for review of accomodation in 2020.										

## Appendix APPENDIX A

Risk Number	RM14164		Date of update		01 June 2018					
Risk Name	Failure to meet growing public expectations on access									
Risk Owner	Gary Tuson		Date entered on risk register		27 February 2014					
Risk Description										
Public are not able to access collections as easily as they expect through modern technologies										
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
3	3	9	3	3	9	2	3	6	Mar-20	Green
Tasks to mitigate the risk										
• Use of commercial partnerships to improve access										
• Planning for access to digital images in searchroom under way										
• Project to enhance metadata planned										
Progress update										

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<b>Risk Number</b>	RM14165			<b>Date of update</b>			01 April 2018			
<b>Risk Name</b>	Failure to collect, preserve and make accessible new formats of archive									
<b>Risk Owner</b>	Gary Tuson			<b>Date entered on risk register</b>			27 February 2014			
<b>Risk Description</b>										
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 OAIS model.										
<b>Original</b>			<b>Current</b>			<b>Target</b>				
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-19	Amber
<b>Tasks to mitigate the risk</b>										
• Collaborative project for delivery of digital preservation • Develop staff skills • Continue to develop in-house procedure for handling digital objects										
<b>Progress update</b>										
Tools for digital preservation have been evaluated Environment for local hosting of tools being prepared										

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<b>Risk Number</b>	RM14167		<b>Date of update</b>		01 April 2018					
<b>Risk Name</b>	Collection at risk through unexpected events									
<b>Risk Owner</b>	Gary Tuson		<b>Date entered on risk register</b>		27 February 2014					
<b>Risk Description</b>										
Provision beyond the council continuity planning needs to be made due to special nature and extent of the NRO collection										
<b>Original</b>			<b>Current</b>			<b>Target</b>				
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	Mar-19	Met
<b>Tasks to mitigate the risk</b>										
• Disaster / emergency plan training to be rolled out										
<b>Progress update</b>										
New starters at Record Office all trained in Emergency Plan procedures										
This risk needs to be constantly managed. Further review and training will be required in 2018/19										

## Appendix APPENDIX A

Risk Number	RM14291		Date of update		01 June 2018					
Risk Name	Long Term Sustainability of Metadata									
Risk Owner	Gary Tuson		Date entered on risk register		13 June 2017					
Risk Description										
NRO is not able to maintain long-term accessibility and functionality of its own metadata. Evidential value of archives would be damaged. Recreation of metadata would cost millions of pounds.										
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	1	5	5	Apr-19	Amber
Tasks to mitigate the risk										
Metadata project launched in 2017										
Progress update										
New catalogue system being tested and strategy for migration of metadata being prepared.										

# Norfolk Records Committee

Item No.

<b>Report title:</b>	<b>Norfolk Archives and Heritage Development Foundation – Progress and Impact</b>
<b>Date of meeting:</b>	<b>29 June 2018</b>
<b>Responsible Officer:</b>	<b>Steve Miller, Assistant Director, Culture and Heritage</b>
<b>Strategic impact</b> Working in partnership with the Norfolk Archives and Heritage Development Foundation is an important way of providing sustainable archive services which work to delivery benefits in terms of heritage, community growth and wellbeing.	

## Executive summary

Periodic reports on the work and development of the Norfolk Archives and Heritage Development Foundation (NOARH) has been presented to the Records Committee over the last two years. This report provides further details of the Supporter Scheme and the consolidates information on the grants NORAH has made.
<b>Recommendations:</b> <b>That Committee consider this report and its proposals</b>

### 1. Proposal (or options)

- 1.1. That the Records Committee considers the impact of grants and ways in which to develop the Supporter Scheme.

### 2. Evidence

- 2.1. The Norfolk Archives and Heritage Development Foundation (NORAH) was established as a Charitable Incorporated Organisation (CIO), in May 2016. It acts as a charitable partner for the Norfolk Record Office and supports activities using archive and related resources.

The objects of NORAH are “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 by funding;

- 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,
- Projects and activities that engage different audiences with records and printed materials worthy of permanent retention.

- 2.2 NORAH’s constitution allows for a maximum of twelve Trustees; these trustees are the only persons eligible to be Members of the charity. The Chair of the Norfolk Records Committee, currently Dr Christopher Kemp (South Norfolk District Council), is an ex officio member and the Records Committee has the power to nominate an addition Trustee. NORAH’s trustees have also nominated one of their members, Alan Steynor, to act as a co-opted member of the Norfolk Records Committee. NORAH currently has eleven Trustees with the Chair occupied by Peter Williams CBE (former Chief Executive of the Quality

### **Grants Awarded**

- 2.3 Over the last 18 months NORAH has raised around £30,000. This has enabled it to provide grants for:
- I. The Morningthorpe Appeal. Soon after its establishment, NORAH was able to spring into action to launch a fundraising appeal to fund the purchase documents from a large sale of historical archives. As well as raising £23K for the purchase of over 90 lots of documents for the Record Office and the Norfolk Heritage Centre, the appeal attracted enabled NORAH to attract new interest in Norfolk's archives with donations coming from all over the UK and from as far afield as New Zealand.
  - II. Drawing Workshops for School Children. A grant from NORAH enabled the Record Office to run a series of workshops for schoolchildren, providing transport and tutors.
  - III. Conservation and Engagement in Great Yarmouth. A grant from NORAH enabled the Record Office to conserve the first ever Great Yarmouth parish register dating from 1558 to 1653 and run a small exhibition and event in the town's Minster. As well as its huge local significance, this register has international interest as it contains the baptism of two women executed during the Salem witch trials.
  - IV. Change Minds. NORAH was able to provide a grant to the Restoration Trust to run 'Cultural Therapy' workshops at the Record Office for people with mental health problems.
  - V. Norwich Cathedral Library. NORAH provided a grant so that the Library could purchase bespoke archive boxes from the Record Office to help preserve some of its rare books.

### **NORAH Supporter Scheme**

- 2.4 A soft launch of the NORAH supporter scheme was held at the NRO's Exploring Your Community Conference, on 12 May. This conference was aimed at community archives and local history groups and focused on digital activities.
- 2.5 The aims of the NORAH Supporter Scheme are to:
- i. Widen participation in the NORAH and its activities
  - ii. Provide an annual income stream so that NORAH can continue to fund archive projects.
- 2.6 The Supporter Scheme is open to individual and joint membership with an annual minimum charge of either £25 or £40.
- 2.7 The benefits of membership are:
- Regular news updates
  - Free attendance at a paid, single day event at the NRO
  - An A4 archival box
  - Attendance at an annual NORAH supporters event
- 2.8 At the NORAH Trustees meeting on 5 June, Trustees were encouraged to recruit new members to the Supporter Scheme through their own contacts.
- 2.9 The Supporter Scheme will be promoted at the Norfolk Record Office, at NORAH

events and through social media. NORAH details will be included in the paperwork presented to those depositing records at the NRO.

- 2.10 NORAH has applied for grant funding to enable it to further promote and develop the Supporter Scheme.

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

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

### **4. Background**

- 4.1. NORAH was established in 2016 as a Charitable Incorporated Organisation

### **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:

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