



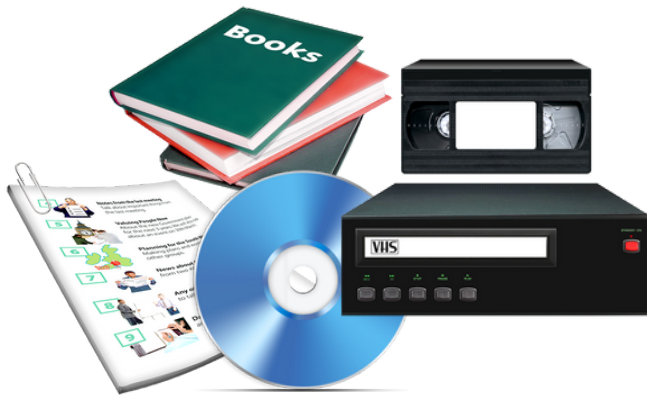
**Norfolk** County Council

# **Your views on our proposal to save money by reducing the opening hours of the Norfolk Record Office**



**Some of the things in this paper  
are not easy to understand.**

**You may need help from  
someone to read it.**



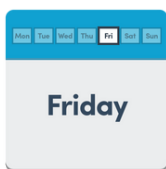
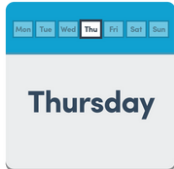
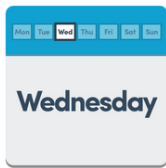
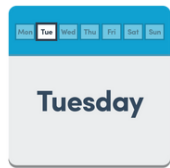
The Norfolk Record Office collects and keeps old items relating to the history of Norfolk.



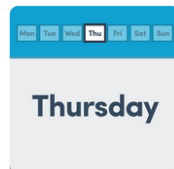
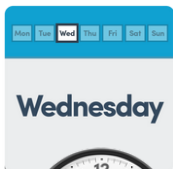
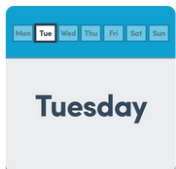
The Norfolk Record Office also runs education classes and gives advice for people accessing the old items.



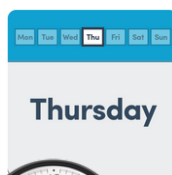
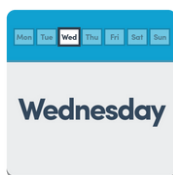
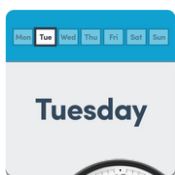
The Norfolk Record Office also offers a public search room where people can get information.



Currently, the office opens Tuesday to Friday, 10am to 5pm - 28 hours per week.



Our proposal is to close the office on a Friday, but to extend the opening hours on Tuesday, Wednesday and Thursday, by opening half an hour earlier.



This means the office's new opening hours would be from Tuesday to Thursday, from 9.30am to 5pm. If our proposals are approved, the office will be open for 22.5 hours each week in the future.



This proposal would save us  
£22,000 in 2023/2024.



We would like to hear your views on our proposals.

A survey form titled "Questions" in bold black text. Below the title are two teal speech bubbles, each containing a white question mark. The first question is "1. What do you think about it?". Below the question are three options, each with a checkbox: "Good", "Bad", and "Not sure". The "Not sure" checkbox is checked with a blue checkmark. A hand holding a black pen is shown checking the box. The form is on a white background with a light grey border.

You do not have to answer all of the questions, only the ones you want to.



Please send us your response by **Friday 16th December.**

We will take a report about the findings of this consultation to the Council Cabinet in January 2023. We will set a new budget on 21st February.



Please send your survey back to the address below. You do not have to put a stamp on the envelope.

**Freepost Plus RTCL-XSTT-JZSK,  
Norfolk County Council,  
Ground floor – south wing,  
County Hall, Martineau Lane,  
Norwich, NR1 2DH.**



You can also tell us what you think via our website:  
**[www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget)**



Or you can send an email to  
**[haveyoursay@norfolk.gov.uk](mailto:haveyoursay@norfolk.gov.uk)**.

**Question 1. How often do you use the Norfolk Record Office?**

Please tick one box ☒

Daily

☐

Weekly

☐

Monthly

☐

A few times a year

☐

Hardly ever

☐

Never

☐

**Question 2. Do you agree or disagree with the proposal to reduce the opening hours of Norfolk Record Office?**

Please tick one box ☒

Strongly agree

☐

Agree

☐

Neither agree or disagree

☐

Disagree

☐

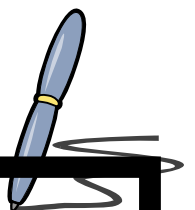
Strongly disagree

☐

Don't know

☐

Please tell us more about why you chose that answer, using the box below:





# About you



Please tell us about yourself.



This will help us make our decisions.



We will keep your information safe. We will not share it with anyone.

### Question 1. Are you...?

Please tick the correct box ☒

Male

☐

Female

☐

I prefer not to say

☐

I prefer to describe myself as...  
(Please write below)



### Question 2. How old you are you?

Please write your age in the box below



**Question 3. Do you have any long-term illness, disability or health problem that limits your daily activities or the work you can do?**

Please tick the correct box ☒

Yes

☐

No

☐

Prefer not to say

☐

#### **Question 4. How would you describe your ethnic background?**

Please tick the correct box ☒

White British

☐

white Irish

☐

White other

☐

Mixed/multiple ethnic group

☐

Asian or Asian British

☐

Black/African/Caribbean/Black British

☐

Prefer not to say

☐

Other ethnic background -  
please describe in the box below

☐

### Question 5. What is your first language?

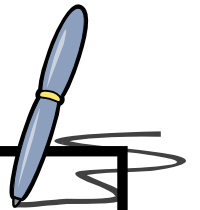
Please write your answer in the box below

Polski

Cymraeg

বাংলা লিপি

الصومالية



### **Question 5. Are you responding as...?**

Please tick the correct box ☒

An individual/member of public

☐

A partner/carers

☐

On behalf of a voluntary/community group

☐

On behalf of a statutory organisation

☐

On behalf of a business

☐

A Norfolk County Councillor

☐

A district or borough councillor

☐

A town or parish councillor

☐

A Norfolk County Council employee

☐

# How to have your say



Fill out this consultation online at  
**[www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget)**



You can send this form to  
**Freepost Plus RTCL-XSTT-JZSK,  
Norfolk County Council, Ground  
floor – south wing, County Hall,  
Martineau Lane, Norwich NR1  
2DH.**



If you need this in a different  
format, please email:

**[haveyoursay@norfolk.gov.uk](mailto:haveyoursay@norfolk.gov.uk)**



Call: **0344 800 8020**