

**THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH COUNCILS
OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAFF
AND THE VALE OF GLAMORGAN**

COMMITTEE

**THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
20 JULY 2012**

**REPORT OF: THE GLAMORGAN
ARCHIVIST**

PART 1	AGENDA ITEM NO 7
Annual Plan 2011-2012	

1. PURPOSE OF REPORT

This report updates members on the achievement of targets set out in the Annual Plan for 2011-2012.

2. BACKGROUND

Progress towards targets in the annual plan is reported to each meeting of the Joint Committee. This is an end of year report on success in achieving planned targets.

3. PROGRESS AT 31 MARCH 2012

Progress has been made in all key objectives. On-line access to the electronic catalogue has not been achieved but has been moved forward. Meanwhile the CALM database is close to completion. Snagging on the building has been completed and the retention sum paid. Systems and procedures have been adapted to the new environment and staff trained appropriately. Targets for accessioning are proving difficult to achieve; reasons will be explored in the coming year. Marketing conservation services has also been a problem but a way forward has been identified and will be implemented in the new year's plan.

4. LEGAL IMPLICATIONS

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive

services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

5. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report.

6. SUMMARY

The plan has been a useful tool in identifying and redeploying available resources. As in previous years, targets have tended to fail through circumstances outside internal control as staff contribute to regular monitoring of the plan and are aware of and have agreed their targets. This year has been particularly challenging as staff have had to absorb the results of the Job Evaluation exercise and take time to prepare, discuss and submit appeals. It is a tribute to their total commitment that this has been managed with minimum impact on services and targets.

7. RECOMMENDATION

Members are asked to note the progress made towards key objectives in the plan.

Susan Edwards
Glamorgan Archivist
31 May 2012



GLAMORGAN ARCHIVES

**Serving the authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil,
Rhondda Cynon Taff and the Vale of Glamorgan**

Statement of Purpose

Glamorgan Archives collects preserves and makes accessible documents relating to the geographical area it serves, as detailed in its collecting policy, and maintains the corporate memory of its constituent authorities.

Aims

- A. To ensure effective management of resources**
- B. To enhance the Collection**
- C. To promote access to the Collection**

Key Objectives 2010-2015

The annual plan for the next four years will consolidate and further develop levels of service, evaluate current standards and procedures and determine and implement necessary improvements, and ensure that all members of staff and volunteers are fully competent to contribute to a successful outcome.

Annual Plan April 2011 – March 2012

Objective	Remarks
A. Resources	SE
A1. Staff establishment	
Tasks <ul style="list-style-type: none"> i. Maintain appropriate levels of staff ii. Complete transfer to CCC contracts and terms and conditions iii. Integrate National Occupational Standards with competency frameworks iv. Revise volunteer policy and associated documentation 	<p>Staffing levels have been maintained</p> <p>Target achieved</p> <p>Archivist and Records Assistants NOS completed and leadership and management behaviours explored</p> <p>Target achieved</p>
A2. Staff development	
Tasks <ul style="list-style-type: none"> i. Complete training in CCC systems and procedures ii. Complete training in building and operational procedures iii. Explore service culture iv. Maintain liP recognition 	<p>Training was provided and completed and is continually reviewed and updated.</p>

A3. Budget	
Tasks <ul style="list-style-type: none"> i. Manage to best advantage ii. Develop existing paid services and explore income opportunities iii. Identify sources for grant aid and partnerships iv. Contribute to national strategy for digital preservation v. Review fees and charges 	<p>Targets have been largely achieved. Income generation opportunities are being developed while partnerships are enhancing service delivery with minimum demand on resources. Planning for digital records receipt has become an all-Wales issue and staff are contributing to and learning from the national project.</p>
A4. Building	
Tasks <ul style="list-style-type: none"> i. Complete snagging and pay retention sum ii. Maintain and develop building systems iii. Complete fit out and decoration iv. Investigate options for major public events v. Review use of space 	<p>Target achieved although decoration remains to be finalised and major public events have been elusive.</p>

B. The Collection	CAH
B1. Conservation	
<p>Tasks</p> <ul style="list-style-type: none"> i. Revise policies, strategies and procedures ii. Identify eligible areas for grant applications iii. Promote conservation services and develop client list iv. Manage repositories environment and storage issues v. Carry out PAS and prepare plan based on findings vi. Explore potential income generation strategies vii. Continue to implement packaging programme and conservation plan 	<p>Procedures and strategies have been revised, policies are under review</p> <p>Target achieved</p> <p>No progress</p> <p>Target achieved</p> <p>Target achieved although final report not received yet</p> <p>No progress</p> <p>Target achieved</p>
B2. Cataloguing	
<p>Tasks</p> <ul style="list-style-type: none"> i. Review current policies, strategies and procedures ii. Identify collections eligible for grant aid iii. Continue to meet target times for accessioning iv. Contribute to strategy for electronic records preservation v. Complete CALM database vi. Promote the service and actively engage with potential depositors 	<p>Plans initiated and continuing</p> <p>Target achieved</p> <p>61% met target of 10 working day turnaround</p> <p>Target achieved</p> <p>Close to completion</p> <p>Plans initiated and continuing</p>

C. Access	RhP
C1. Individual use on-site	
Tasks <ul style="list-style-type: none"> i. Continue to provide appropriate service ii. Develop training sessions for users iii. Monitor facilities and services to identify potential improvements iv. Review fees and charges 	Targets achieved
C2. Group use on-site	
Tasks <ul style="list-style-type: none"> i. Continue to provide appropriate service ii. Develop additional sessions for groups iii. Monitor service to identify improvements 	Targets achieved
C3. External events	
Tasks <ul style="list-style-type: none"> i. Establish criteria for involvement ii. Identify and order equipment and promotional materials 	Target achieved Issues with procurement delayed achievement of target

C4. Remote enquiries	
Tasks <ul style="list-style-type: none"> i. Continue to meet target response times ii. Review post book options iii. Explore options for filing enquiries 	Targets achieved
C5. Website development	
Tasks <ul style="list-style-type: none"> i. Review and upgrade website ii. Develop remote access to electronic catalogue 	Target achieved Initiated and will be achieved shortly

LOCAL GOVERNMENT ACT 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

22 June 2012

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item:

Annual Plan update 2011-12

Background Papers:

Freestanding Item

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