

**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
15 MARCH 2013**

REPORT OF:

THE GLAMORGAN ARCHIVIST

PART 1	AGENDA ITEM NO
GLAMORGAN ARCHIVES Annual Plan	

1. PURPOSE OF REPORT

This report seeks members' approval for the annual plan appended hereto.

2. RECOMMENDATION

Members are asked to endorse the plan.

3. BACKGROUND

During the current financial year, progress has been made against all targets in the current annual plan and a full report will be brought to the next meeting of the Joint Committee.

The objectives for the annual plan were agreed in 2011/12 as a four year strategy. The plan for the current year has been prepared in line with this but taking account in the tasks of the continuing development of the service and of its aspirations. Planned evaluations are proposals only; detailed evaluation will be identified for the bullet points to which staff work under each task. The objectives for the period are attached followed by the detailed plan for the current year. The plan has been drawn up with full staff consultation and targets will be monitored through the year.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The activities identified in the report are to be funded from within the 2013-14 revenue

budget approved by the Joint Committee in December 2012 supplemented if necessary by the General Reserve.

**Susan Edwards
Glamorgan Archivist
4 March 2013**

LOCAL GOVERNMENT ACT 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

15 March 2013

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item:

Annual Plan 2013 – 14

Background Papers:

Freestanding Item

Officer to Contact: Susan Edwards – 029 2087 2202



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 2013 – March 2014

Objective	Lead	Target Date	Evaluation planned
A. Resources - SE			
A1. Staff: establishment			
Tasks <ul style="list-style-type: none"> i. Maintain appropriate levels of staffing ii. Integrate NOS with CCC competency framework iii. Develop volunteer programme 	SE SE HP	Mar. Dec. Mar.	Gaps in resources filled Approved by HR Positive feedback from increased numbers
A2. Staff: development			
Tasks <ul style="list-style-type: none"> i. Ensure all staff access appropriate CPD ii. Continue training in building systems and procedures iii. Maintain training in CCC systems and procedures iv. Maintain commitment to good health and safety practices 	MT SE KJ KJ	Sep. Mar. Mar. Mar.	PDRs and training plan completed All staff trained to appropriate levels Requirements met No major accidents or incidents; maintenance targets achieved

A3. Budget			
Tasks <ul style="list-style-type: none"> i. Manage to best advantage ii. Maximise benefit from income opportunities iii. Promote partnerships 	SE SE MT	Mar. Sep. Mar.	Budget achieved Income budget increased Existing partnerships evaluated and 6 new partners approached

A4. Building and systems			
Tasks <ul style="list-style-type: none"> i. Maintain and develop building and systems ii. Complete and implement disaster recovery plan iii. Finalise signage and fit out iv. Review electronic filing system 	SE MT MT SE	Mar. June Sep. Dec.	Appropriate maintenance continued and regulations met Tested, approved and training in place Plan agreed and materials ordered Revised file plan agreed

B: The Collection - CAH			
B1. Conservation			
Tasks <ul style="list-style-type: none"> i. Complete policies, strategies and procedures ii. Develop conservation services for external users iii. Manage environment of repositories and storage issues iv. Implement conservation and preservation plans v. Develop prioritised plan of work for preservation team 	Conservators Conservators Conservators Conservators CH	June Sep. Mar. Mar. June	Reviewed and published Advertised and client list started Environments stable Targets met Plan in operation, targets met

B2. Cataloguing			
Tasks <ul style="list-style-type: none"> i. Review current policies, strategies and procedures ii. Refine, populate and maintain CALM database iii. Develop cataloguing strategies and plans iv. Develop deposit strategies and plans v. Continue to plan for the management of born-digital records 	LH LH CH CH LH	June Mar. Sep. Dec. Mar.	Completed and published Targets met Targets and plans met Targeted plan met ARCW target met

C. Access - RP			
C1. On-site use			
Tasks <ul style="list-style-type: none"> i. Continue to provide appropriate service ii. Develop programme of events for users iii. Monitor facilities and implement improvements iv. Review policies and strategies v. Develop educational services 	RP MT JJ RP RP	Mar. June Mar. June Mar.	Positive Feedback Developed and advertised Improved PSQG rating Agreed and advertised Existing school users evaluated

C2. External events			
Tasks <ul style="list-style-type: none"> i. Contribute to heritage events programmes across our local authorities ii. Identify and respond to major anniversaries and celebrations iii. Develop themed resources 	MT MT HPM/LR	Mar. Mar. Mar.	Completion of planned programme Completion of planned programme Created, advertised and used

C3. Remote access			
Tasks i. Continue to provide appropriate service ii. Monitor service and implement improvements iii. Contribute to collaborative projects for on-line access to finding aids iv. Publicise service	RP RP LH RP	Mar. Mar. Mar. Mar.	Targets met Positive Feedback and improved targets ARCW targets met Programme implemented