



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD

COMMITTEE SUMMONS

You are summoned to attend a meeting of the Glamorgan Archives Joint Committee to be held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on Friday, 18 March 2016 at 2.00 pm to transact the business set out in the agenda below.

AGENDA

Item

1 Apologies for Absence

To receive apologies for absence.

2 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

3 Minutes (Pages 1 - 4)

To approve as a correct record the minutes of the previous meeting.

**4 Report for the period 1 December 2015 - 29 February 2016 -
Report of the Glamorgan Archivist (Pages 5 - 32)**

5 Evaluation of the Annual Plan 2015-2016 (Pages 33 - 42)

6 Annual Plan 2016-17 (Pages 43 - 52)

7 Date of next meeting

16th June 2016 at 2.00pm

Glamorgan Archivist
Monday, 14 March 2016

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***This document is available in Welsh / Mae'r ddogfen hon ar gael yn
Gymraeg***

These minutes are subject to approval as an accurate record at the next meeting of the Glamorgan Archives Joint Committee

GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 11 December 2015 at 2.00 pm.

Present:

Members Representing: Councillor John, Vale of Glamorgan
 Councillor Cowan, Cardiff
 Councillor Griffiths, Rhondda Cynon Taff (Vice-Chair)
 Councillor Lomax, Cardiff
 Councillor Robson, Cardiff
 Councillor Ward, Rhondda Cynon Taff
 Councillor Mansbridge, Merthyr (Chair)
 Councillor Clarke, Bridgend County Borough Council

16 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Forehead, Higgs, Smith and Rosser; and also Mrs K Thomas.

17 : DECLARATIONS OF INTEREST

No declarations of interest were made.

18 : MINUTES

The minutes of the meeting held on 11 September 2015 were agreed as a correct record and signed by the Chairperson.

19 : REPORT FOR THE PERIOD 1 SEPTEMBER -30 NOVEMBER 2015 - REPORT OF THE GLAMORGAN ARCHIVIST

Members were provided with an update on the work and achievements of the service for the period 1 September 2015 to 30 November 2015.

The Chairperson invited questions and comments from Members:

- Members expressed interest in the externally commissioned conservation report on the Agatha Christie Archive. The Glamorgan Archivist confirmed that conservation is a growth area for income generation.
- Members sought clarification on whether the South Wales Miners Library was still accepting deposits. The Archivist offered to check with the Archivist at Swansea University and report back to Members; it was further noted that potential deposits could be held at Glamorgan Archives pending a decision.

- Members sent their congratulations to Hannah Price, Archivist, who safely delivered a daughter in November and to Rhian Phillips who had recently married and was now Mrs Diggins.

RESOLVED: To note the content of the report.

20 : 2015-2016 BUDGET MONITORING AND 2016-2017 BUDGET PROPOSALS - REPORT OF THE TREASURER TO THE GLAMORGAN ARCHIVIST

Members were advised that this report provided the projected full year revenue outturn for the 2015/16 financial year; it also detailed the proposed revenue budget for 2016/17.

The Finance Officer provided an overview of the key points from within the report including Projected Outturn Position for Financial Year 2015/16 – including spend on employees, premises, supplies & services, support services, income, local authority contributions; proposed Budget for Financial Year 2016/17 – detailing employees, premises, transport, supplies & services, support services, income and local authority contributions.

The Chairperson invited questions and comments from Members:

- Members sought further information on the cost of the vending machine situated in the public area of the Archives. Officers advised that the annual cost was £3k, and was currently the best deal that could be found; it covered the hire cost and the Archives were currently tied into a contract for the machines. Members considered that since the surrounding area is now established and there are many places to buy refreshments, that this cost was not needed and asked Officers to investigate leaving the contract and ceasing the hire of the machines.
- Members asked if the increase in service charges had been taken in account; including salaries and advertising. Officers confirmed that service charge increases and salaries had been accounted for. It was noted however that there were no advertising costs as there was no budget for advertising; social media was widely used to advertise as was the website and professional networks. It was also noted that most training was provided free of charge by Welsh Government which enabled the training budget to be kept low.
- Members sought clarification on how costs associated with the conservation work had been identified as a potential saving. Officers explained that it was mainly to do with being able to buy supplies in bulk for conservation work and then being able to use those supplies for other projects and recharging for them. It was also noted that this could happen occasionally with catering supplies and for employees where grants are received. Members asked for such information to be separated out to see if these savings were realistic.

RESOLVED to:

- Note the projected full year position for the 2015/16 financial year as presented in paragraphs 2 to 10 of the report.
- Recommend that the proposal regarding the retention of any underspend in 2015/2016 is accepted, as outlined in paragraph 10 of the report.

- Recommend the draft budget proposals for 2016/17 are accepted, as presented in paragraphs 11 to 29 of the report.

21 : DATE OF NEXT MEETING

It was noted that the next meeting was scheduled for the 11 March 2016 at 2.00pm at Glamorgan Archives.

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

**THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
18 March 2016**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1 December – 29 February	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives (GA) for the period 1 December – 29 February.

2. BACKGROUND

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

Members are asked to note the content of this report.

3. ISSUES

A. MANAGEMENT OF RESOURCES

1. Staff

Maintain establishment

This is the first full quarter with the reduced Access Team. Matthew Coleman’s hours have been extended to help fill the gap while establishment staff are also stepping in until a more stable solution is finalised.

With a smaller Management Team and a professional team temporarily reduced by maternity leave it has made sense to combine meetings into a Management Circle.

Continue skill sharing programme

During the quarter 46 volunteers and work experience placements contributed 1283 hours to the work of the Office. Of these, 28 came from Cardiff, 9 from the Vale of Glamorgan, 6 from

Bridgend, 2 from Rhondda Cynon Taf, and 1 from Caerphilly. Tours were provided 7 prospective volunteers and references for work supplied for 2 former volunteers. Students on work experience placements have given positive feedback.

Work continues on a range of volunteer projects as outlined in the previous quarter. Volunteers have also started looking at Women's Institute scrapbooks in more detail. In 1965 W.I. branches were invited to compile 'Scrapbooks of the Countryside'. In addition to activities of the branches, the scrapbooks include comments on daily life and developments in the local area, often presented in imaginative ways. Volunteers are indexing the contents of each scrapbook for inclusion on the online catalogue. Two volunteers have also been recruited to help with digitisation projects, starting with photographing the pages of the WI scrapbooks so that images can be attached to the detailed descriptions.

National Association of Decorative and Fine Arts Society volunteers continue to provide sterling service in Conservation and indexing. Their cleaning work on Quarter Sessions Deposited Plans is close to completion and they contribute to the cleaning and indexing of Crew Agreements.

A placement has been arranged for a student on Cardiff University's master's degree course. Mona Tian will be assisting staff in the studio while learning more about paper conservation. A former work experience placement, Haf Neal, has returned as a regular volunteer, to gain experience which will help her application for a place on a conservation training course.

West Glamorgan Archive Service Archive Trainee, Robert Hillman, visited for a tour of the building, and also to learn more about working practices and services.

Information on the building, fit out, and service delivery has been provided to the Royal Commission on Ancient and Historical Buildings (Wales) who saw tables they liked on the Archives' website, Standard Life archives, whose new shelves are bowing, a consultant acting for Carmarthenshire Council, and Westminster Archives which is working towards Archive Accreditation. A senior professional at Durham Archives spent a day exploring the building and discussing the development of the brief with the Glamorgan Archivist. The head of Rutherford Conservation came to see the Studio, having met the team at a conference, and was impressed with the facilities. Internationally, the Assistant Director of library services at Jefferson College, Hillsboro, Montana, asked permission to use the Volunteer Policy, writing:

In my search of best practices for volunteers and projects for our History Center, I came across your wonderful volunteer policy.

Ensure all staff access appropriate CPD

Four members of staff are continuing with their Welsh language courses. Other training is reported under the task to which it pertains.

Maintain commitment to good health and safety practices

Regular checks of the building are carried out and the fire alarm call points tested on a weekly rota.

COSHH assessments have been updated onto the approved Cardiff Council forms for all chemicals held. Warning notices have been upgraded to the international standard and risk assessments for conservation reviewed. A risk assessment was completed for the pregnant Records Assistant.

Budget

Manage to best advantage

Regular meetings of the Resources Team address issues arising with the budget. Building issues are monitored to align repairs with planned preventative maintenance visits where possible to avoid additional call out charges.

The Glamorgan Archivist was a keynote speaker at the launch of the expert review of local authority museums held at Swansea's Waterfront Museum. The review's recommendations to Welsh Government include a reduction of non-domestic rates and this was strongly endorsed by several contributors to the day's debates, echoed by the Glamorgan Archivist who added a plea to extend the relief to archive services.

Maximise benefit from income generation

The current major client in the storage area has begun to move out. Other existing clients will be moving more material into the available space. A meeting was held on site to discuss arrangements for the receipt of Carmarthenshire records from Harwell Document Restoration Services once cleaning has been completed. Access to the records is also being finalised.

The director of National Conservation Services (NCS) met staff to advance partnership arrangements, bringing with him a substantial order for custom made boxes. Several orders from external clients for boxes and supplies have been completed. One was for a private conservator and another to a National Trust property. Both are likely to result in repeat orders and a wider client list.

Welsh Government Museums Archives and Libraries Division (MALD) paid for the Conservator to support their Conservation Advisor in a preservation assessment of the collections in Cardiff Library's stacks.

Solar panels were due to be installed in December. Despite a number of site visits the various contractors have been unable to agree a safe method for the job which has, as a result, been delayed. Assurances have been received that it will go ahead once an acceptable solution has been agreed.

The donations box has been set up in the front hall attracting a small increase in donations.

Promote partnerships

National

The Glamorgan Archivist attended a sectoral meeting to discuss the potential impact of the draft Local Government Wales bill on archive services. She chaired a meeting to progress the National Conservation Strategy for Wales and continues to contribute to its formulation.

With Gwent Archives and West Glamorgan Archives Service she hosted a meeting to explore partnership opportunities with Bangor University's Institute for the Study of Welsh Estates.

The Outreach Archivist from the Parliamentary Archives met the Senior Archivist to review the successful project work completed during 2015. The case study on the project is now available on the Parliament website <http://www.parliament.uk/about/living-heritage/transformingsociety/tradeindustry/industrycommunity/case-study-so-davies-and-workplace-compensation/>

Partnership work for 2016 and beyond was also discussed.

The National Museum of Wales and the Welsh Museums Federation recently circulated proposals for a project addressing artefacts and records of a local health board which, if successful, could be rolled out across Wales. Following advice from GA staff, the proposal has been modified and should encourage records transfer to appropriate repositories.

A workshop and drop-in session for volunteers on the Cynefin Project, which is digitising the tithe maps of Wales, were held at the Archives at the end of February.

Local

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate Management Team.

She is a member of the advisory panel on Cardiff Library's collections development and has also met potential receiving institutions to discuss transfers.

Glamorgan Archives representation continues on the local Pioneer Area project board, From Fort to Pit to Port. The Board is planning heritage activities linking Communities First Pioneer Areas in Cardiff and North Merthyr Tydfil and is led by Cardiff University. One potential project is a pan-European partnership between Head4Arts, a community arts organisation working in the Heads of the Valleys area, and the Hawila project based in Copenhagen, Denmark, which will explore common links between industry and export through shipping. The project partners are keen to make use of original sources at GA.

Head4Arts were successful in their bid for Heritage Lottery (HLF) funding for their 'Who Do I Think I Was' project. The project uses documents from the First World War (WW1) period to inspire participants of all ages, in particular young people, to produce creative writing. The groups involved will work with local author Phil Carradice. GA will host research visits from participating groups in the Merthyr Tydfil and Caerphilly areas. Gwent Archives will also be involved in the project, and the Senior Archivist has met officers from Head4Arts and Gwent Archives to discuss arrangements, and had a separate fact-finding meeting with Phil Carradice.

The Senior Archivist attended a meeting of the Cardiff Remembers Project Board and of Rhondda Remembers where updates on progress and commemorations were provided, and the January meeting of the Cardiff and Vale United LGBT Forum. She also attended the official opening of Yr Hen Lyfrgell, Cardiff's new bilingual centre.

VCS Cardiff have begun their project tracing the history of volunteering in Cardiff. The Senior Archivist attended the project launch held at the Butetown History and Arts Centre, and also met the project's Community Engagement Officer to agree content and dates for project volunteers' training, to be held at GA.

Staff from Bridgend Local and Family History Library were welcomed for a tour and to discuss potential collaboration between the services. They presented a number of items from the Library collection identified as archival, including school, chapel and colliery records from the Ogmore Valley.

Grangetown Local History Society have been holding their monthly meetings at GA since the temporary closure of Grangetown Library for refurbishment. They held their final

meeting at the Archives in January, returning to the new Grangetown Hub for their February meeting.

Potential partnerships

The Glamorgan Archivist and Senior Archivist discussed with historian Daryl Leeworthy his ongoing research on LGBT people in south Wales during the 20th century, in particular the access restrictions affecting much of the material under the terms of the Data Protection Act.

The Senior Archivist met representatives from Cardiff University to discuss funding opportunities for projects linked to the ongoing CAER project based in Caerau and Ely, Cardiff.

2016 sees the 175th anniversary of the establishment of the Glamorgan Constabulary. South Wales Police are also continuing to commemorate WW1. Discussions have been held with representatives from the Force to discuss potential collaboration on events to mark both commemorations.

Members of the 'Bay Archives' in Butetown visited for advice on the digitisation, preservation and potential deposit of their photographic archive.

2. Building and systems

Maintain building

The issue with the BT broadband connection has been resolved. Billing for the year and possible compensation continue to be explored.

All the water has now been drained from the ceiling-mounted air handling units. The boilers have all been returned to full working order. The underfloor heating on the ground floor has stopped responding to the BMS. A system of control by hand has been established until the relays in the panel can be upgraded. Following changes in the management at CMB(M), the maintenance contractor, a meeting was held at which outstanding matters were timetabled for attention.

Maintenance contractors continue to carry out maintenance checks and to replace failing components as required. No further leaks have been noted despite the heavy rainfall.

Ensure compliance

Assistance was provided to Cardiff Council's internal audit for a training exercise.

The Senior Archivist attends Cardiff Council's Welsh Language Co-ordinators Group where compliance with the Welsh Language Standards is monitored and discussed. Issues relating to the

interface of Canfod, the online catalogue, were raised and are currently being explored.

Archive Accreditation

Nothing further was required under this task to complete the year.

3. Governance

Review options

As reported last quarter this task is on hold until Welsh Government's position on NNDR in heritage institutions is clarified.

B. THE COLLECTION

1. Conservation

Repositories

The environmental conditions have continued to be relatively stable with slight fluctuations due to adverse weather conditions. BMS reports on the temperature and humidity is confirmed by Conservation staff with daily manual monitoring. Currently, passive control is sufficient to meet the required parameters.

Conservation and preservation plans

The project to digitise degrading negatives from the National Coal Board (NCB) collection is progressing.

The brittle papers survey has also been progressed although the National Archives' (TNA) recording system has been abandoned as overly complex. Instead, GA protocol will be followed with annotations made on the locations database, meaning papers can also be identified and added by Access Team staff when they are requested for use.

Bench work has been driven by conservation priorities noted by the Access team and is listed in Appendix IV. Income generation work is separately reported above and statistics can be found in *Appendix IV* below.

Of Mouse and Manors

The project has been completed successfully and approved by the accredited conservator, Mark Allen of Flintshire Record Office.

Forging Ahead

This all-Wales National Manuscripts Conservation Trust project is being progressed elsewhere with the Archives responsible for the budget.

2. Cataloguing

Strategies and plans

Collections days continue to be held monthly and allow staff to dedicate time solely to the Collection. Dates have been agreed for collections days during the first 6 months of 2016.

A Collections Week was held from 30 November - 4 December. With a reduced staff, the team focussed on two large collections of records, the SWICA Carnival and the Glamorgan Federation of the Women's Institute. Significant progress was made. Collections weeks for 2016 have been arranged for the weeks beginning 20 June and 28 November; the searchroom will be closed to the public during these weeks.

Two cataloguing projects funded by the Archives and Records Council Wales (ARCW) small grants stream have been progressed. The work of sorting and listing the Stan Stennett Archive for the *It's Behind You* project has been completed. *Driving Chris Taylor*, which involves the sorting of this extensive archive in readiness for a volunteer indexing project, has almost been completed, with only a small amount of work outstanding.

Work has begun on the ARCW funded project 'The Last Link' designed to ensure that every accession record is linked to the relevant collection in the catalogue database. This work will enable whole collections to be assessed for priority scoring, highlighting which accessions have not yet been catalogued. Since the scoring system was reported last year a further 105 collections have been scored as new deposits have been added. 405 collections have been scored (out of a total of over 3500) and of these, 85 have been identified as requiring additional cataloguing work. The scores help to identify which collections should be prioritised for grant funding. As work is completed on collections the scores will be revised.

The British Steel Records, comprising material relating to the Glamorgan Hematite Iron Ore Mine and records of company collieries: Dowlais and Cribbwr Fawr, have now been returned following their cataloguing under the 'Wales Showing Our Metal' project funded by the National Cataloguing Grants Scheme. A check of the box references is being carried out before reshelving the material to ensure that all items can be correctly located.

The Senior Archivist met a representative of South Wales Police to discuss the consolidation of South Wales Police and South Wales Police Authority (SWPA) records. It has been agreed that SWPA records currently held at West Glamorgan Archive Service (WGAS) will be transferred to GA. Grant funding from the ARCW

small grants stream has been secured to progress the sorting and cataloguing of this material.

Following the scoping project undertaken on the NCB records in November, the Wellcome Trust has agreed to accept an application for a full grant in April.

The Glamorgan Archivist met staff of the National Library of Wales, WGAS, and the Richard Burton Archives to align collecting policies. Improved communications between national and local institutions was also discussed, particularly in connection with NLW's educational outreach and with People's Collection Wales.

Collection development

Receipts were issued within the target time of 15 working days for 64% of the new accessions received during this quarter. Those that missed the target have either been completed since or will be progressed in the near future. Meanwhile, work has been completed or progressed on some of the larger accessions which were received in previous quarters including records of Cardiff Pilotage Authority and the papers of Cardiff Women's Centre. Accessions received during the quarter are listed in *Appendix 1* below.

The annual Accessions to Repositories report was submitted to TNA. This year the report asked for additional information about accruals of Public Records to determine eligibility for New Burdens funding. This funding is intended to assist with costs which may occur as a result of the transition between the 30 and 20 year rule.

The South East Wales Biodiversity Records Centre (SEWBReC) has received Heritage Lottery funding to undertake a project to digitise and catalogue the archive of pioneering female naturalist Dr Mary Gillham. The records will be deposited at GA.

The archive of NoFit State circus was deposited in January following a year-long project to identify, catalogue and digitise their archive. An event celebrating the deposit will be held at the Archives on 10 March.

Staff visited a personal collection in Bettws, the amount of which was too much for the family to sort through without direct advice. A wide variety of records were identified as suitable for retention at GA and alternative repositories were suggested for material falling outside the collection policy. The family will now sort the papers before donating them.

Digital preservation

Louise Hunt, Archivist, continues to sit on the ARCW Digital Preservation Project Board. Work during this period has focussed on creating a survey to be sent to all archive and records management services across Wales. This survey will assess the requirements of a system which can then be procured in the next financial year. Meanwhile, the final aspect of testing one solution has been completed. The group has also started writing a National Digital Preservation Policy.

Louise attended a digital preservation event hosted by the ARCW Digital Preservation Group at the National Library of Wales on strategic issues. Presentations on a variety of use cases and several examples of integration between systems were given.

The Information Management Group comprising representatives from each of the six funding authorities met again in January. Further discussions were held on the deposit of hard copy records and proposals for the management and preservation of digital records.

C. ACCESS

1. On-site use

Monitor service and implement improvements

The monthly public tours of the Archives continued until March. As take up has decreased significantly, with only one person attending this quarter, the scheduled tours will cease. Tours can be arranged on request by individuals and small groups as staffing allows. Information will be posted on the website.

Ask the Experts family history advice sessions are proving popular, with 7 attendees this quarter. The sessions are now all delivered by an expert volunteer.

Feedback forms are available to all visitors to the searchroom should they wish to comment on the service provided. This quarter the following feedback was received from a visiting academic from Durham:

Fantastic archive! Thank you to all of the staff who helped me over the two days. This archive has been added to the favourites list. I look forward to visiting again. This archive and everyone in it are invaluable. Keep up the good work.

Programme of user events

In December the 'Curtain Up' event celebrated the history of pantomime in south Wales, featuring principally the Theatre Royal playbills and the Stan Stennett archive. The Senior Archivist explained the Curtain Up project to catalogue and conserve the playbills. Stan Stennett's son, Ceri, spoke about his father's involvement in pantomime over the years. Talks were followed by a display of documents from both collections, with playbills advertising pantomimes at the Theatre Royal. Refreshments were also served thanks to grant funding received to support the event. Those who attended enjoyed the afternoon; feedback received included:

Just to let you know how very enjoyable the talk and presentation was. It was delightful to listen to Stan's son talk about the many years he worked with his father in panto; I guess his reminiscences could fill a whole day. I think it was a great tribute to him that he was able to speak in depth and at such length particularly after losing his Mum such a short time ago. A lot of us can associate with the immense emotional times experienced when sorting out a lifetime of possessions of one's parents. It is good that these precious items will be conserved at the Glamorgan Archives and reassuring to Stan's family that everything is safely stored for the future.

Throughout February, the 'From Pithead to Sickbed' exhibition produced by Swansea University's Disability and Industrial Society project has been on loan from the National Museum Wales and displayed in Llynfi. The exhibition explores how disabled people were treated and viewed in the mining industry and the south Wales communities that relied on it, the dangers of a miner's life before the advent of the NHS and the introduction of health and safety legislation. Items drawn from the Collection informed the production and content of the exhibition.

Education

Pupils from Year 5 at Albany Primary School, Cardiff are currently researching the history of the school. After an initial meeting with staff the research group of students made two visits to consult resources including school log books, trade directories, maps and census returns.

The History Club from Porthcawl Comprehensive also visited. Comprising students from Years 7, 8, 10, 11 and 12, the Club is exploring the impact of WW1 on Porthcawl, in particular, the role of former pupils of the school in the War. They were taken on a tour behind the scenes before consulting documents relating to their locality.

Grant funding has been secured from the Wales at War initiative to fund a research visit by pupils from Treorchy Comprehensive.

The Senior Archivist met a history teacher from the school to make arrangements for the visit.

A teacher in a secondary school in Donetsk, Ukraine, has been corresponding for help with a project on the development of the city and its Welsh founders.

An ARCW small grant has been secured to progress the creation of digital resources for schools based on the four most popular workshop topics, Rich and Poor in Victorian Times, The First World War, The Second World War and Coal and the Docks. The resources and accompanying teachers' notes will be available for download from the Archives' website by the start of the new school year in September. The resources will also be offered to Welsh Government for inclusion in their Creative Learning Portal.

Statistics of use are given in *Appendices II and III* below.

2. External events

Contribute to heritage events

The Glamorgan Archivist and Conservator Lydia Stirling attended an LGBT History Month event at the National Museum in Cathays Park, Cardiff in February. It was a busy day and all stands had multiple visitors. A lot of networking was achieved both with visitors and with other bodies represented and several people expressed an interest in visiting the archives to pursue research.

Identify and respond to major anniversaries

The blog continues to feature posts produced by volunteers relating to WW1. Subjects include local fundraising efforts for St Dunstan's Hostel for Blinded Soldiers and Sailors; food control measures; efforts by local authorities to support the war effort; an exploration of how news from the front was sought after and received by local authorities; the Rhondda Hut, a YMCA Hut funded by the people of the Rhondda, and the threat of zeppelin raids during the war.

February was LGBT History Month. This was noted with a blog post exploring some of the hidden histories of LGBT people in Glamorgan.

3. Remote access

Monitor service and implement improvements

The 15 working day target on remote enquiries is met. Feedback received this quarter includes:

Diolchaf yn ddiffuant iawn am yr ymateb llawn a'ch parodrwydd i hwyluso'r chwiliadau, mae'r gwasanaeth a gynigir yn rhagori ar unrhyw ddisgwyliad oedd gennyf. [I thank you wholeheartedly for

your full reply and your willingness to assist with my searches, the service offered excels on any expectation I held].

The new Glamorgan Archives website went live in December, replacing the former website when the previous content management system became obsolete. Some teething troubles were experienced initially but these were quickly resolved. Staff have received training in updating the site.

Publicity

The Senior Archivist was interviewed on Radio Wales' daily Good Morning Wales programme about juvenile conviction records from the Glamorgan Quarter Sessions. This arose from a Document of the Month feature based on the series.

The South Wales Echo continues to feature stories drawn from the blog and Document of the Month features.

The repair in the Conservation Studio, and the subsequent unveiling, of the Maesteg Market Charter featured prominently in the Glamorgan Gazette.

An interesting post appeared on the Victorian Professions blog based on a single photograph of Dowlais Iron Company employees following a research visit by the author to the searchroom. The post can be read at <http://bit.ly/1ODP7iW>.

The visit of the Valley and Vale group to Glamorgan Archives was reported on their blog in early-December <http://www.valleyandvalecommunityarts.co.uk/news-category/glamorgan-archives-visit-for-cynefin-project-groups/>

Social media is updated regularly. Posts this quarter include promotion of publications and *Ask the Experts* sessions as Christmas gifts; the 1903 New Year celebrations of the Thompson Family of Cardiff; the Cardiff blitz of January 1941 as recorded in school log books; the lunchtime efforts of the Welsh learners on the staff at Scrabble yn y Gymraeg; the opening weekend of the Six Nations rugby tournament, and the leap year.

SUMMARY

At the end of the first year of reduced staffing it remains difficult to assess the full impact. Over the next 9 months staff will be returning from maternity and sabbatical leave, casual and relief staff appointments will be on a more secure footing and it should be possible to analyse where the gaps in provision lie and to address them more confidently. Meanwhile, staff continue to meet expectations and to rise to high demands on their service and commitment.

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

Any direct financial implications arising from this report have been accounted for in the 2015-2016 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

Susan Edwards
Glamorgan Archivist
2 March 2016

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE ARCHIVES
1 December – 29 February

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Appendix 1

Llancarfan Society Records			
Accession No:	2015/240	Reference No:	DLNS
Newsletter 164 Date of records: Dec 2015			

Glamorgan Family History Society Records			
Accession No:	2015/241	Reference No:	D37/1/120
Journal No 120 Date of records: Dec 2015			

William F Dowdall of Cardiff, Papers			
Accession No:	2015/242	Reference No:	D1304
Royal Life Saving Society Intermediate Certificate awarded to William F Dowdall, Cardiff City Police Date of records: Jul 1936			

Spotlands School and Willows High School, Cardiff, Records			
Accession No:	2015/243	Reference No:	D1305
Log books Date of records: 1882-1974			

Women's Archive of Wales/Archif Menywod Cymru, Cardiff Women's Centre Records			
Accession No:	2015/244, 2016/6	Reference No:	DWAW52
Posters, newsletters, publications, information guides Date of records: 1980s-1990s			

South Wales Intercultural Community Arts (SWICA) Carnival Records			
Accession No:	2015/246	Reference No:	D1298
Photographs, negatives, video Date of records: 1990s-2015			

Pyle and Kenfig Golf Club Records			
Accession No:	2015/247	Reference No:	D445
Pyle and Kenfig Golf Club: The First Seventy Five Years, 1922-1997 Date of records: 1922-1997			

Evelyn Llewellyn of Porthcawl Autograph Book			
Accession No:	2015/248	Reference No:	D1306
Autograph book Date of records: 1916-1917			

Women's Archive of Wales/Archif Menywod Cymru Records			
Accession No:	2015/250	Reference No:	DWAW8/8
Newsletter Date of records: Dec 2015			

South Wales Police Authority Records			
Accession No:	2015/251, 2016/8A	Reference No:	DSWPA
'The Great War Centenary'; 'The Great War: The Welsh Guards And The Police Of South Wales'; 'Richard Thomas Policeman Sportsman Soldier', 'Lest We Forget'			
Date of records: 2015			

Rhondda Cynon Taf County Borough Council Records			
Accession No:	2015/252	Reference No:	CRCT/C/1/194-198
Council and committee meeting papers			
Date of records: 2015			

Cardiff County Council Records			
Accession No:	2015/253	Reference No:	CC/C
Council and committee meeting papers			
Date of records: 2014-2015			

Ewart Parkinson of Cardiff Collection			
Accession No:	2015/254	Reference No:	D563
Personal papers including correspondence regarding the Llanishen Reservoir Action Group campaign			
Date of records: 1970s-2000s			

City United Reformed Church, Cardiff, Records			
Accession No:	2015/255, 2016/11	Reference No:	D957/1/38-39
The City Link, church magazine			
Date of records: Dec 2015-Feb 2016			

John Surtees of Cardiff, Papers			
Accession No:	2015/256	Reference No:	D670
Photographs of the Heath and Bangor Hospitals, programmes and official openings			
Date of records: 20th century			

Caerphilly Ecclesiastical Parish Records			
Accession No:	2016/1	Reference No:	P148CW
St Catherine's marriage registers, St Andrew's marriage registers, St Martin's registers of graves			
Date of records: c1905-1996			

South Wales Electricity Board Publications			
Accession No:	2016/2	Reference No:	D1307
Trydan magazine for staff of South Wales Electricity Board, 1964-1967; 'Working together: a handbook for employees of the South Wales Electricity Board'			

Date of records: 1962-1967

Dr T F Holley of Merthyr Tydfil Collection			
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Accession No:	2016/3	Reference No:	D332
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Postcards of Glamorgan churches from various publishers and printers Date of records: 1900s-1980s			
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Richard Clements of Cardiff Collection			
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Accession No:	2016/4	Reference No:	D1308
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Programmes, invitations and tickets relating to various events in Cardiff Date of records: 1920s-1960			
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Merthyr Dyfan Ecclesiastical Parish Records			
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Accession No:	2016/5, 37	Reference No:	P42CW
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Parish magazines.			
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St Paul's Church: maps and plans, papers relating to construction, financial statement, declaration of trust, building plans, papers relating to restoration fund including fundraising activities and committee minutes, register of baptisms, 1943-1966			
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St Dyfan and St Teilo Church: Marriage register, 1980-1994, papers relating to restoration works and property			
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Whole parish: Confirmation registers, 1914-1972, account book, 1943-1960			
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Date of records: 20 th century			
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No Fit State Circus Records			
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Accession No:	2016/8	Reference No:	D1309
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Board papers; papers relating to performances including scripts, planning papers, publicity material, newscuttings and photographs. Box list located in box with Board Papers 2004-2008.			
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Date of records: 1984-2015			
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Bird and Son Records			
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Accession No:	2016/9	Reference No:	D121
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Financial records, articles of association, photographs, register of directors			
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Date of records: c20 th century			
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Alun Jones of Cardiff Collection			
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Accession No:	2016/10	Reference No:	D1064
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Romilly School Barry, class photograph, 1931/2 (showing Mr Jones' sister Moyra back left); staff photograph of Ministry of Health (showing Mr Jones' mother O Williams), c1920.			
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Date of records: c1920-1930s			
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Barry Ecclesiastical Parish Records			
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Accession No:	2016/12	Reference No:	P28CW
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Parish magazines			
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Date of records: 2015			
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Dinas Powis Lawn Tennis Club Records			
Accession No:	2016/13	Reference No:	D364
Records relating to centenary celebrations, 2001. Date of records: c2000-2001			

Caerphilly County Borough Council Records			
Accession No:	2016/14	Reference No:	CCA/C/RE/20
Electoral register Date of records: 2016			

Roath Park United Reformed Church Records			
Accession No:	2016/16	Reference No:	D601
Cash books and ledgers Date of records: 1901-1930s			

Lewis Girls Comprehensive School Records			
Accession No:	2016/17	Reference No:	ELEWGSEC
Pupil records including admission registers; photographs of staff and pupils; staff records; governors' records; visitors' book; school magazines; exam results. Date of records: c.1896-c.2004			

Fronwen School Records			
Accession No:	2016/18	Reference No:	EM24
Admission registers, 1913-1988; log books, 1972-1991; programme for a performance of 'Scrooge', Dec 1999. Date of records: 1913-1991			

Aber (Craigrhiwglyn) School Records			
Accession No:	2016/19	Reference No:	EM1
Admission registers Date of records: 1883-1959			

Nantymoel Infants School Records			
Accession No:	2016/20	Reference No:	EM39
Admission register, 1940-1956 Date of records: 1940-1956			

Ogmore Valley National Union of Teachers Association Records			
Accession No:	2016/21	Reference No:	D1317
Minute book Date of records: 1951-1959			

Wyndham Colliery and Penllwyngwent Colliery Records			
Accession No:	2016/22	Reference No:	D1318
Register of Explosive Store Visits, Wyndham Colliery and Penllwyngwent Colliery, 1963-1965; Deputy's General Reports, Wyndham Colliery, 1966 Date of records: 1963-1966			

Cofnodion Capel Bedyddwyr Saron, Nantymoel / Saron Welsh Baptist Chapel, Nantymoel Records			
Accession No:	2016/23	Reference No:	D1319
Cofnodion y Trysorydd, 1873-1911; cofnodion adeiladu y festri, 1873-1911; cofnodion, 1877-1906 Treasurer's accounts, 1873-1911; vestry building accounts, 1873-1915; minutes, 1877-1906. Date of records: 1873-1915			

Cofnodion Eglwys Annibynniol Bethel, Nantymoel			
Accession No:	2016/24	Reference No:	D1320
Llyfr cyfrifon Date of records: 1917-1924			

Tynewydd School Records			
Accession No:	2016/25	Reference No:	EM55
Admission registers, Mixed, Infants and Juniors, 1871-1900; Infants, 1923-1940; Juniors, 1962-1983; Boys School (Caedu), 1923-1951; Girls, 1913-1961; Girls and Infants, 1940-1962. Date of records: 1871-1983			

Ogmore Vale St. John's Ambulance Division			
Accession No:	2016/26	Reference No:	D1321
Jubilee certificate Date of records: 1958			

Nantymoel Industrial Co-operative Society Ltd. Records			
Accession No:	2016/27	Reference No:	D1322
Rules of the Nantymoel Industrial Co-operative Society Ltd. Date of records: 1961			

Berwyn Centre, Nantymoel Records			
Accession No:	2016/28	Reference No:	D1323
Order of service for the Memorial Plaque Dedication Service Date of records: 7 Jan 2003			

Howell's School, Llandaff, Records			
Accession No:	2016/29	Reference No:	D131
Hywelian guild magazine, 2016 Date of records: 2016			

Women's Archive of Wales/Archif Menywod Cymru: Women's Arts Association			
Accession No:	2016/30	Reference No:	DWA4
Annual reports, 1999/2000-2012/2013; project reports; newsletters, 1994-2015; minutes, 1989; financial papers and correspondence files, 2009-2011 (showing change in organisation as a result of withdrawal of Arts Council funding)			

Date of records: 1994-2010s

Rhiwbina Civic Society Records			
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Accession No:	2016/31	Reference No:	D1324
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Constitution, 1997-2014; minutes, 1997-2011; annual programme, 2007-08; correspondence, 2000-14; papers relating to local issues, 1997-2002; surveys of residents, 2000-02; society publications, 1998-2016; photographs, c.1913-2012; newscuttings, 1922-2007; exhibition materials, c.2011. Date of records: c.1997-2016			
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Welsh Historic Gardens Trust, Mid and South Glamorgan Branch Records			
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Accession No:	2016/32	Reference No:	D699
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Slides, survey photographs Date of records: 20th century			
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Hilary Thomas of Cowbridge Collection			
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Accession No:	2016/33	Reference No:	DXKB
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Information on St Quentin's Castle, various photographs Date of records: 20th century			
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Flat Holm Society Records			
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Accession No:	2016/34	Reference No:	D1200
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Administrative files, minutes, correspondence Date of records: 2008-2012			
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Cardiff Conservation Volunteers			
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Accession No:	2016/35	Reference No:	D1299
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Photographs, publicity leaflets, press cuttings Date of records: 1980-2002			
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Costume and Textile Society of Wales Records			
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Accession No:	2016/36	Reference No:	D1325
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Account book, posters, annual programmes, membership lists, newsletters, AGM papers, committee minutes, correspondence, membership survey, annual statements of accounts, misc other papers Date of records: 1986-2010			
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Lewis and Tylor Ltd, Tanners Curriers and Weavers, Cardiff, Records			
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Accession No:	2016/39	Reference No:	D1326
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Product catalogue Date of records: Jul 1913			
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Jack Oldfield, Construction Foreman of Cardiff, Papers			
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Accession No:	2016/40	Reference No:	D1327
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Builder's notebooks and diaries Date of records: 1950s-1960s			
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Notable accessions

Evelyn Llewellyn of Porthcawl, Autograph Book (D1306)

The autograph book was donated by a firm of estate agents in the West Midlands, who found the book in an empty property which was being sold. The book belonged to Evelyn Llewellyn who was working as a nurse at The Rest, Porthcawl, during the First World War. Wounded soldiers (some of whom had been injured at the Somme) wrote poems and drew cartoons in her autograph book, often giving their names and regiments. Several photographs of the nurses and soldiers have also been pasted into the book. The autograph book will be digitised and the soldiers traced through the patient registers for The Rest.

Splotlands School and Willows High School, Cardiff, Records (D1305)

A set of school log books has been donated for Splottlands School. The books give a comprehensive history of the school from the opening in 1882 to its closure in 1967 when the children were transferred to Willows High School. The log books also cover part of the early years of Willows High School.

NoFit State Circus Records, 1984-2015 (D1309)

NoFit State was founded in 1986 by five friends. Today, it is the UK's leading large-scale contemporary circus company, producing professional touring productions and a wide variety of community, training, and education projects for people of all ages. It has visited 15 different countries, played to audiences of over 250,000, and won numerous prestigious international arts awards.

NoFit State received Heritage Lottery funding to collate, repackage and catalogue records spanning their 30 year history. These comprise board papers, papers relating to performances including scripts, planning papers, publicity material, newscuttings and photographs.

Bridgend Library Collection, 1871-2003

A series of records have been transferred to Glamorgan Archives from the Bridgend Family and Local History Library. These comprise school records of Fronwen, Aber (Craigrhiwglyn), Tynewydd and Nantymoel schools; records of Bethel Congregational Church and Saron Baptist Church, Nantymoel; items relating to Wyndham and Penllwyngwent collieries and other miscellaneous items relating to the Ogmore Valley.

Lewis Girls Comprehensive School Records, c.1896-2004 (ELEWGSEC)

A significant addition to the records of Lewis Girls School, Pengam was received in February. These comprise pupil records including admission registers; photographs of staff and pupils; staff records; governors' records; a visitors' book; school magazines, and exam results. This expands greatly on what was previously a very small series of records relating to the School.

Dinas Powis Lawn Tennis Club Records, 2001 (D346)

Records were received from Dinas Powys Tennis Club, an addition to the existing collection held. These papers relate to the centenary celebrations in 2001. The significant milestone was marked with several high profile events

including a visit from the Duchess of Gloucester. As sporting records had been identified as an under-represented area in the Collection it was a particular pleasure to receive this material.

Accrual rate

Quarter	Number of accessions	Accessions in cubic metres (approx)	Number of standard shelves (approx)
March-May 2015	72	6.48	54
June-August 2015	56	1.624	13
September-November 2015	48	4.6	38
December 2015-February 2016	54	2.111	18
Totals	228	14.815	123
Comparison with 2014/15	244	21.393	178

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Dec 2014 – Feb 2015	1898	(1143)	60	2345
Mar - May 2015	1806	(1081)	42	2936
June - Aug 2015	1875	(982)	43	2819
Sep - Nov 2015	2225	(1381)	65	2498
Dec 2015 - Feb 2016	1294	(676)	32	2563

	Remote Enquiries	Website Hits
Dec 2014 – Feb 2015	789	10206
Mar - May 2015	867 (+79 un-printed thank-you emails)	10444
June - Aug 2015	806 (+53 un-printed thank-you emails)	9268
Sep - Nov 2015	751 (+73 un-printed thank-you emails)	10608
Dec 2015 - Feb 2016	733 (+77 un-printed thank-you emails)	**

* A 'contact' form was added to the new website; of the 529 remote enquiries received between 01/01/2016 and 29/2/2016 only, 121 came via the website.

** The 'Google analytics' website counter was not transferred to the new website, consequently no figures for this quarter have been recorded; the problem has now been rectified.

Interesting Enquiries

A large number of academic researchers visited the searchroom or sought advice remotely this quarter, ranging from undergraduate students to experienced researchers.

A second year film student at the University of South Wales visited to undertake research on a film he was making about Billy the seal of Victoria Park, Cardiff. He used a number of documents, including the records of the Jones Family of

Canton which include photographs, correspondence, news cuttings and cartoons relating to Billy. The finished film is available to view on You Tube.

A former work experience placement student, currently studying at the University of South Wales, returned to research his dissertation on apartheid, particularly anti-apartheid protests in south Wales. He viewed records of the South Wales Police, the papers of Terence H O'Neill of Cardiff, a Plaid Cymru activist, and the records of Grangetown Community Concern.

An undergraduate student in horticulture viewed items from the Plymouth Estate Records. Her research focus is Hewell Grange, a property owned by the Earl of Plymouth in Worcestershire, which is now a prison. The gardens were designed by Pettigrew and as part of her degree course she is attempting to recreate them.

The development of the Ponsarn Viaduct near Merthyr Tydfil formed the basis for another student project, with the final aim of creating a Wikipedia entry for the viaduct. Among items consulted were a postcard image of the viaduct from the Glyndwr G Jones of Caerphilly collection, records of the Brecon and Merthyr Railway, and the Plymouth Estate.

The University of South Wales itself was the subject of another student, who was investigating the construction of buildings at the former School of Mines, Treforest. Ordnance Survey plans were used to date more accurately the particular building in question.

A PhD student travelled from Durham to undertake research for her thesis on the development of Sunday Schools in the United Kingdom during the first quarter of the 20th century. She consulted a variety of chapel and Sunday School records and found the Collection particularly fruitful.

Another PhD student to visit the searchroom consulted crew agreements and the Cardiff Constabulary photograph and fingerprint registers as part of her research on non-European seafarers in British ports during the period from the 1860s to the 1950s.

Academics from Oxford University, currently working on the Victorian Professionals project examining social mobility in the nineteenth century, have undertaken research at the Archives. They selected individuals with professions from the 1851 census returns, including people from Merthyr Tydfil, and are now tracing their parents and grandchildren to calculate the level of social mobility. Various items were consulted, including photographs from the Dowlais Iron Company records which went on to form the basis of a blog post reported under C3.

Evidential enquiries continue to form a high proportion of requests for information. Such queries vary from social workers helping individuals to locate information on their adoptions to solicitors seeking post mortem reports in cases of industrial disease. This quarter South Wales Police have used electoral

registers in their high-profile investigation into the recent discovery of a body at Beddau.

Research into buildings is a subject which brings many people to the Archives. One visitor investigating the history of his business premises, now a framing shop in Penarth, consulted Penarth Urban District Council building plans, trade directories, Ordnance Survey maps and Finance Act records.

Other researchers have been investigating pubs, (the White Cross Inn, Groeswen, Caerphilly and the Three Bells Inn, Cadoxton-Juxta-Barry), and churches (St Elvan's Church, Aberdare and Llancarfan). Research may be personal or professional. Among the latter were an engineer investigating Marland House and properties on Wood Street adjacent to the former bus station, and an Historic Buildings Advisor working with Cardiff University exploring buildings on Park Place ahead of a proposed redevelopment. It was also good to welcome back one of the former CLOCH trainees in his new role with the Glamorgan Gwent Archaeological Trust, researching the development and architecture of Cathays Park.

Several authors have made use of the Archives. Research subjects included greyhound racing in Wales and aircraft crashes during the Second World War. A creative writer was particularly taken with the Cardiff Constabulary lodging house licensing records to inform a piece set in the same period.

Local historians have researched the Llan Colliery disaster of 1875, where lists of paupers were used to discover if the families of those killed were subsequently admitted to Cardiff Union workhouse, while Dowlais Iron Company records were used in research on the employment of Spanish workers.

Family history remains a popular pastime. One visitor's research on a family tree revealed that his grandfather joined the merchant navy under an assumed name and subsequently re-married bigamously in New Zealand, where he was arrested during the 1920s. He was directed to Cardiff Borough Petty Sessions registers for reference to a possible dispute between his grandparents over maintenance payments.

A gentleman whose family had established a florist, Charles Jones and Son, in 19th century Penarth was delighted to find its financial records here.

Many family historians will find the need to consult Board of Guardians records. One gentleman researching his father's early life at Bridgend Cottage Homes searched creed registers and admissions registers for the home, along with log books for Oldcastle Infants School. He found a reference to an outbreak of Scarlet Fever at the Cottage Homes at the time his father would have attended.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	7
Public tours	1
Grangetown Local History Society x2	44
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	14
Cynefin volunteer workshops x2	14
Local authority Information Management Group	10
Bridgend Local and Family History Library staff	2
<i>Events</i>	
Curtain Up!	29
<i>Education</i>	
Albany Primary School, Cardiff x 2	22
Porthcawl Comprehensive School	16
<i>Individuals Meeting Staff</i>	72
<i>Tours for prospective volunteers</i>	7
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 23	428

Appendix IV

Bench work		
DST/23/2 Stockwood of Bridgend	Apprenticeship Indenture	Cleaned, backed and repaired.
DBR/EA/30 Dyffryn Estate, Aberdare	Garden rents accounts	Repaired and re-backed
Q/D/LTA/DP/3 Dinas Powis Quarter Sessions Land Tax	Annual Returns	Cleaned and repaired
P66CW/1 Radyr Ecclesiastical Parish	Baptisms, marriages, burials register to 1754	Cleaned and repaired
UPP/60/7; 63/2,4 Pontypridd Poor Law Union	Work house admission register and creed registers	Cleaned and repaired
Q/D/R/6/8	Electoral register	Cleaned and repaired
EMT/6/9/1 Merthyr Tydifyl School Records	Admission register	Cleaned and repaired
D378/UNL/2-7 Bowne family records	6 boxes of family papers	Cleaned, repackaged and some repairs
DXMU/15 Drawings by Marie Press	drawing	Adhesive tape and mill board backing removed, encapsulated with a micro chamber backing
Cleaning and Packaging		
Q/D/P	112 plans	Cleaned
Crew Agreements	4 boxes	Cleaned
Cardiff pilotage docketts	22 bundles and 6 volumes	Cleaned
Bespoke boxes made		
Various	Boxes	143
Barcoded and Relocated		
Standard boxes/volumes	348/207	Barcoded and located into the collections
Various	2619	Items moved and data-base updated
External Work		
University archive	119 boxes made	
Private Individual	1 volume	Repaired and rebound
Private Individuals	3 boxes made	
National Trust	65 boxes made	
Degrading Negatives		
NCB negatives	821	Scanned

**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
18 March 2016**

REPORT OF:

THE GLAMORGAN ARCHIVIST

PART 1	AGENDA ITEM NO
<p>Evaluation of the Annual Plan 2015-2016</p>	

1. PURPOSE OF REPORT

This report updates members on the achievement of targets set out in the Annual Plan for 2015-2016.

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 29 FEBRUARY 2016

Progress has been made in all key objectives. Income generation has increased and is planned to complement service delivery. Access targets have been met successfully and new approaches to publicity continue to develop. All staff contribute appropriately to their targets.

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. The activities identified in the report have been funded from within the approved 2014-15 revenue budget, supplemented where necessary by the General Reserve with an earmarked reserve used to divide the ground floor public room.

6. SUMMARY

The plan is an essential tool in identifying and redeploying available resources while continuing to prioritise targets under each area of the service. 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.

7. RECOMMENDATION

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

**Susan Edwards
Glamorgan Archivist
2 March 2016**



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.

Key Objectives

- The Collection is secure and accessible
- Skill sharing is developed internally and with our stakeholders
- Partnership working is fully embedded
- Barriers to access are addressed and overcome
- Income generation is maximised

Outcomes

The communities served by Glamorgan Archives will be:

- Better informed of their past and more aware of present opportunities
- More skilled and better prepared for the workplace

The Collection will be:

- Better protected
- Better described
- More easily accessible

Aims

A. To ensure effective management of resources

To develop and secure the Collection

To enable access to the Collection

Annual Plan March 2015 – February 2016

Objective	Remarks
A. Resources	SE
A1. Staff	
<p>Tasks</p> <ul style="list-style-type: none"> i. Maintain establishment ii. Continue skill sharing programme iii. Ensure all staff access appropriate Continued Professional Training iv. Maintain commitment to good health and safety practices 	<p>Part-time Relief Records Assistants have been appointed using savings from maternity leave and external funding (Access to Work, grants from HLF, ARCW). Professional absences have been managed with more operational input from senior staff.</p> <p>Links with conservation training have been further developed. A programme for checking volunteer work has been developed.</p> <p>PDRs and identified training have been completed; appropriate training on building and CCC systems maintained.</p> <p>Staff are trained in H & S issues; building defects regularly checked; risk assessments undertaken. Accreditation for the Conservator has been explored.</p>

A2. Budget	
<p>Tasks</p> <ul style="list-style-type: none"> i. Manage to best advantage ii. Maximise benefit from income generation iii. Promote partnerships 	<p>The increase in nndr has been met by deletion of posts with severance paid from the reserve.</p> <p>Income generation opportunities have been developed successfully.</p> <p>Partnerships continue to improve service delivery with minimum demand on resources and attract both users and additions to the Collection.</p>
A3. Building	
<p>Tasks</p> <ul style="list-style-type: none"> i. Maintain building ii. Ensure compliance with appropriate legislation/local authority systems and procedures 	<p>Targets have been largely met with work on the bms outstanding. Maintenance contracts have been reviewed and are closely monitored for value.</p> <p>All staff comply with required training in Cardiff Council systems and procedures</p>

A4. Governance	
Tasks i. Explore alternative governance models	Awaiting WG response to recommendations for sector

B. The Collection	SE/RD
B1. Conservation	
<p>Tasks</p> <ul style="list-style-type: none"> i. Manage environment of repositories and storage issues ii. Implement conservation and preservation plans 	<p>The environment is stable and maintained. Storage plan has been implemented and grant funded projects completed to target. "At risk" substrates have been identified and preservation plans prepared for negatives. Digitisation programme has been developed.</p>
B2. Cataloguing	
<p>Tasks</p> <ul style="list-style-type: none"> i. Implement cataloguing strategies and plans ii. Implement Collection development plans iii. Plan for the management of born-digital records 	<p>Targets have been largely achieved and those not completed will continued on the next plan. Involvement with ARCW's DiPres project continues with increasing training opportunities for staff.</p>

C. Access	RD
C1. On-site use	
<p>Tasks</p> <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Continue programme of events for users iii. Respond to requests for educational access. 	<p>Targets have been achieved. Service standards have been maintained; on-site events have proved successful; public facilities have been improved; education services have expanded; Kids in Museums and Open Doors events have again been particularly successful.</p>
C2. External events	
<p>Tasks</p> <ul style="list-style-type: none"> i. Contribute to heritage events programmes across our local authorities ii. Identify and respond to major anniversaries 	<p>Targets have been achieved. Staff attended heritage events in all contributing authority areas and partnerships have been continued and developed within authorities. Volunteer contributions to commemorations of major anniversaries continue to prove invaluable.</p>
C3. Remote access	
<p>Tasks</p> <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Maintain profile through on-line publicity 	<p>Targets have been achieved. The remote enquiries service continues to receive positive feedback. Social media has developed into an interactive marketing tool and our excellent relationships with local media continue to bear fruit.</p>

LOCAL GOVERNMENT ACT 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

18 March 2016

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item:

Annual Plan update 2015-16

Background Papers:

Freestanding Item

Officer to Contact: Susan Edwards – 029 2087 2202

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

COMMITTEE

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JOINT COMMITTEE
18 MARCH 2016**

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THE GLAMORGAN ARCHIVIST

PART 1	AGENDA ITEM NO
<p>GLAMORGAN ARCHIVES Annual Plan 2016-17</p>	

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 is presented to this meeting.

The three-year strategy agreed in March 2015 is continued. 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 agreed 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.

The impact of staff losses, both professional and senior operational, continues to be felt, along with additional maternity leave absences. Procedures and processes have been developed and staff appropriately trained to maximise efficiency and focus effort but there will be shortfalls. The annual plan has been drawn up with this in mind.

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 approved 2016-17 revenue budget, supplemented if necessary by the General Reserve.

**Susan Edwards
Glamorgan Archivist
27 February 2016**

LOCAL GOVERNMENT ACT 1972
As amended by the
Local Government (Access to Information) Act 1985
GLAMORGAN ARCHIVES JOINT COMMITTEE
18 March 2016

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item:

Annual Plan 2016–17

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.

Key Objectives

- The Collection is secure and accessible
- Skill sharing is developed internally and with our stakeholders
- Partnership working is fully embedded
- Barriers to access are addressed and overcome
- Income generation is maximised

Outcomes

The communities served by Glamorgan Archives will be:

- Better informed of their past and more aware of present opportunities
- More skilled and better prepared for the workplace

The Collection will be:

- Better protected
- Better described
- More easily accessible

Aims

A. To ensure effective management of resources

B. To develop and secure the Collection

C. To enable access to the Collection

Annual Plan March 2016 – February 2017

Objective	Evaluation planned
A. Resources - SE	
A1. Staff	
<p>Tasks</p> <ul style="list-style-type: none"> i. Maintain establishment ii. Continue skill sharing programme iii. Ensure all staff access appropriate CPD iv. Maintain commitment to good health & safety practices 	<ul style="list-style-type: none"> i. Cover provided for gaps ii. Improved feedback for participants iii. Compliance with PPDR iv. No major incidents
A2. Budget	
<p>Tasks</p> <ul style="list-style-type: none"> i. Manage to best advantage ii. Maximise benefit from income generation iii. Promote partnerships 	<ul style="list-style-type: none"> i. Budget achieved ii. Income targets exceeded iii. Existing partnerships evaluated

A3. Buildings and systems	
Tasks i. Maintain building ii. Ensure compliance with appropriate legislation/local authority systems and procedures	 i. Appropriate maintenance continued ii. Compliance achieved

A4. Governance	
Tasks i. Review options for alternative governance	 i. Report completed

B: The Collection – SE/RD	
B1. Conservation SE	
<p>Tasks</p> <ul style="list-style-type: none"> i. Manage repositories' environment and storage issues ii. Implement conservation and preservation plans 	<ul style="list-style-type: none"> i. Environment stable ii. Targets met
B2. Cataloguing RP	
<p>Tasks</p> <ul style="list-style-type: none"> i. Implement cataloguing strategies and plans ii. Implement Collection development plans iii. Plan for management of born digital records 	<ul style="list-style-type: none"> i. Targets met ii. Targets met iii. ARCW targets met

C. Access - RP	
C1. On-site use	
<p>Tasks</p> <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Continue programme of user events iii. Respond to requests for educational access 	<ul style="list-style-type: none"> i. Positive feedback ii. Developed and advertised iii. Requests met
C2. External events	
<p>Tasks</p> <ul style="list-style-type: none"> i. Contribute to heritage events ii. Identify and respond to major anniversaries 	<ul style="list-style-type: none"> i. Targets met ii. Programme planned and completed

C3. Remote access	
<p>Tasks</p> <ul style="list-style-type: none"> i. Monitor service and implement improvements ii. Maintain profile through on-line publicity 	<ul style="list-style-type: none"> i. Positive feedback ii. Programme delivered

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