

GLAMORGAN ARCHIVES JOINT COMMITTEE

18 FEBRUARY 2022

Present: Councillor Colbran
Councillors John, Cowan, Cunnah, Henshaw, Jarvie, K Jones,
R Lewis, Robson and Smith

82 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Wendy Lewis.

83 : DECLARATIONS OF INTEREST

None.

84 : MINUTES

The minutes of the meeting held on 19 November 2021 were agreed as a correct record.

85 : REPORT OF THE GLAMORGAN ARCHIVIST FOR THE PERIOD 1 NOVEMBER 2021 TO 31 JANUARY 2022

Members were provided with a comprehensive update on the work of the service for the period 1 November 2021 – 31 January 2022 all categorised against the outcomes of the Annual Plan.

In Summary the Archivist stated that one of the most pleasing aspects of this quarter had been the renewal of the service's Archives Accreditation status for another term of six years. The comments received from the panel were particularly pleasing considering the difficulties that the service has suffered over the pandemic. Work is already underway on the recommendations that were received in the outcome letter.

The Archivist added that the team have continued to work hard to progress against a broad range of targets this quarter, as can be evidenced by the income generation that has been achieved and the number of items noted in this report.

Members were invited to make comments, observations and ask any questions.

Members wished to congratulate the team on the renewal of the Accreditation.

RESOLVED: to note the report.

86 : ANNUAL REPORT 2020-2021 - TO FOLLOW

Members received a comprehensive outline of the Annual Report 2020-2021.

RESOLVED: to note the report.

87 : PROPOSED CHANGES TO FEES AND CHARGES FROM APRIL 2022

Members received a comprehensive outline of the report, after which the Chairperson invited questions and comments from Members.

Members welcomed the report but sought clarification on the increase in the cost of Certification of Facsimile Copies. The Archivist agreed that it looked like a sharp increase but explained the cost was very low previously. Benchmarking had been undertaken and the new cost was comparable and reflected the time it takes to produce the certification. The Archivist added that if the service receives any complaints about the increase, then they will look at it again.

Members discussed the new licensing costs and were advised that they are now brought in line with other services. Previously costs had been decided on a case-by-case basis but now there was a scale of charges which makes it easier for staff to respond to queries.

Members asked if the increase in fees would mean some groups could be disadvantaged and whether the Archivist had any discretion to mitigate this. The Archivist reassured Members that she would always have the right to mitigate and that she couldn't think of any group that may be disadvantaged.

RESOLVED: to agree the proposed scale of Fees and Charges for 2022-23.

88 : 2021/22 MONTH 9 BUDGET MONITORING REPORT

Members were provided with a comprehensive outline of the report.

RESOLVED: to note the projected full year outturn position for 2021/22 as detailed in the report.

89 : DATE OF NEXT MEETING - 27 MAY 2022 AT 2.00PM

The meeting terminated at 3.00 pm